



# **Halifax**

installation guide

November 2022

for more information, contact Installation Service  
toll free | 1.800.675.4092  
Mon - Fri | 8:30 am – 5:00 pm EST

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# Installation Checklist

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Perform a site inspection prior to the installation date to check existing site conditions and identify constraints and limitations that could possibly cause delays or problems during the actual installation.

## **SITE ACCESSIBILITY**

1. Verify existing loading facilities and proximity of loading dock to staging area.
2. Verify if receiving area is accessible by trailer.
3. Verify access to service elevators.
4. Reserve service elevators in advance, if necessary.

## **SITE PREPARATION**

1. Clear all obstacles that could interfere with the installation process.
2. When doing a reconfiguration, ensure that all furniture to be re-used are clear of computers, accessories, books, papers and all personal effects.
3. Ensure that all live wires and data/communications wires are disconnected prior to installation.

## **FURNITURE PLANS**

1. Labeled furniture plans for installation purposes are located in the hardware box. Ensure that drawings are complete and handy before beginning installation.

## **STAGING**

1. If damages are noticed upon opening the trailer, these must be noted by the receiver on the Bill of Lading. Also note any imperfections or missing components discovered while unpacking the furniture. This information is necessary when requesting for product replacement and shipping claims.
2. Unpack products in the general order of installation (refer to Installation Sequence).

## **WASTE MANAGEMENT**

1. Establish a trash removal area separate from the product staging area.



## Care & Maintenance

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### **Laminates**

Dust laminated surfaces for regular maintenance. Clean any dirt or stain with a damp cloth. Do not use an excessive amount of water, abrasive cleaners, acids or alkalis and do not scratch or scrape surfaces. For persistent stains and marks use a commercial cleaner, such as Cabinet Magic® or Countertop Magic®, both manufactured by Magic American Corporation.

### **Painted Metals**

Tayco's painted metal products are powder-paint-coated. To clean these products, use a damp cloth, using only a small amount of lukewarm water if necessary. Dry with a clean a dry cloth. To avoid scratching and damaging the painted surface, do not use hard bristled brushes or abrasive.

THE USE OF HARSH CLEANERS AND CHEMICALS MAY PERMANENTLY ALTER THE PRODUCT FINISH APPEARANCE AND WILL VOID WARRANTY.



## Caution

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### **Load Bottom Drawer First**

- Operate one drawer at a time.
- Units may tip if loaded incorrectly.
- Units should be attached to a wall or other furniture to reduce tipping hazards.
- Always load the heaviest files in the bottom drawer.

### **Heavy Load**

- Some products must be anchored to the wall to ensure stability & safety.
- It is the owner and installer's responsibility to ensure that the wall type and construction are of sufficient strength to carry loads of any wall-mounted products and their contents.
- Failure of the wall and anchors to support all imposed loads may result in property damage and/or personal injury.
- Tayco can provide the size and empty weight of its products only. A wall blocking is considered a building construction process, Tayco cannot provide recommendations in this respect and cannot be responsible for damage or injury that may occur as a result of improper installation and/or blocking.

### **Instability Hazard**

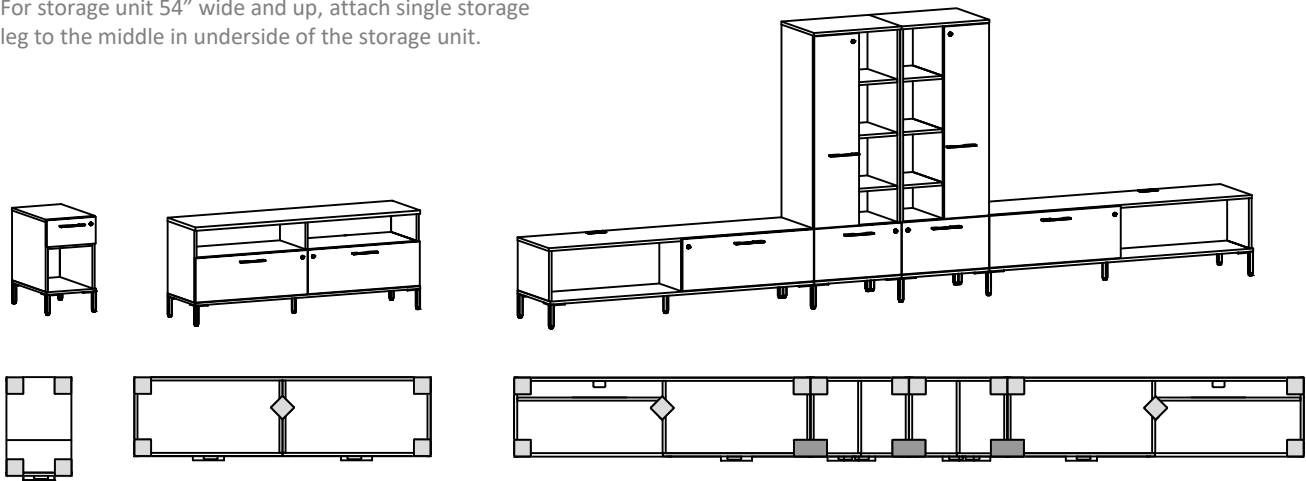
Mobile items on casters such as flip tops, personal and movable tables of any type, and storage items of any type may present an instability hazard if not secured correctly while in use or storage. Flip-top tables or training tables of any type are inherently more unstable when folded. Tayco provides the following guidelines & warnings when using mobile products:

- Lock casters immediately after moving. Do not leave the casters unlocked when in use or storage.
- Motion may increase the instability of any item with casters. If the wheels hit an obstruction the table's forward momentum often causes overturn, especially if the item is not equipped with wheel extensions. Exercise strong caution while moving these items.
- Use caution when abrupt level changes in the floor are present (such as a doorway or room threshold) as caster failure or tipping may result.
- Do not stand, sit or lean on mobile items for support. They are not intended for this use and personal injury or property damage may result.
- Mobile units that feature height-adjustable elements must be lowered to the minimum compressed height when moving to prevent instability. It is also recommended the user remove all computer equipment or other accessories to prevent possible weight imbalance or damage to equipment.
- Failure to follow the guidelines above may result in property damage or personal injury.

# Storage | Application Guide

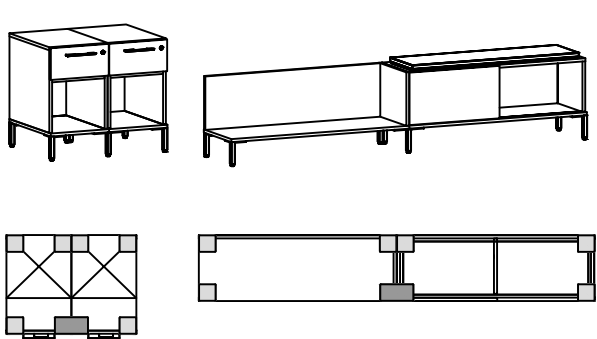
## Storage Leg Placement

For storage unit 54" wide and up, attach single storage leg to the middle in underside of the storage unit.

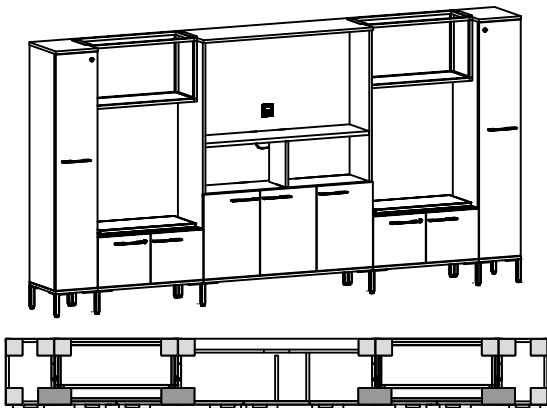


SINGLE STORAGE UNIT

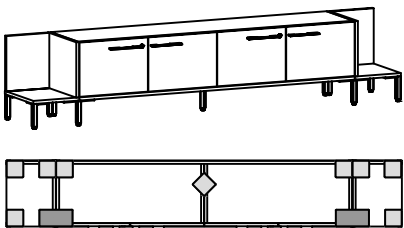
4 STORAGE UNITS



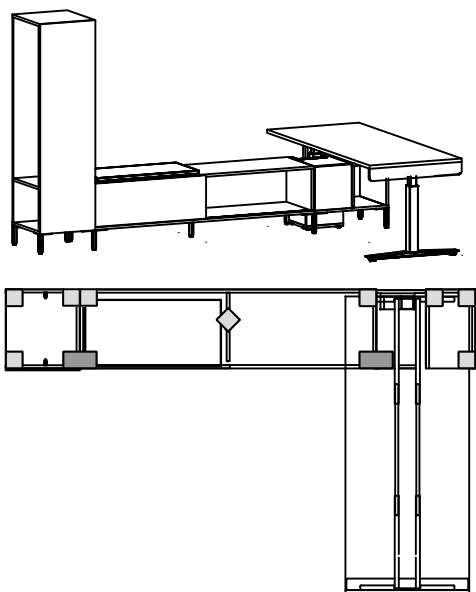
2 STORAGE UNITS



5 STORAGE UNITS



3 STORAGE UNITS



STORAGE UNITS W/ INTEGRATION BOX

### LEGEND:

- SINGLE STORAGE LEG
- SHARED STORAGE LEG

# AV Unit Mounted Video Table w/ V-Leg

1. Place the worksurface on a clean, solid surface or floor with the underside facing up.
2. Position the V-leg on underside of worksurface. Attach the V-Leg by inserting (18) #10 x 1" Pan Head Screws into the pre-drilled holes and tighten, (Figure 1).
3. Repeat **Step 2** to fasten remaining V-leg.
4. Position the Table Support Beam on underside of worksurface using the pre-drilled positioning holes. Attach the Table Support Beam to worksurface using the #10 x 1" Pan Head Screws, (Figure 2).

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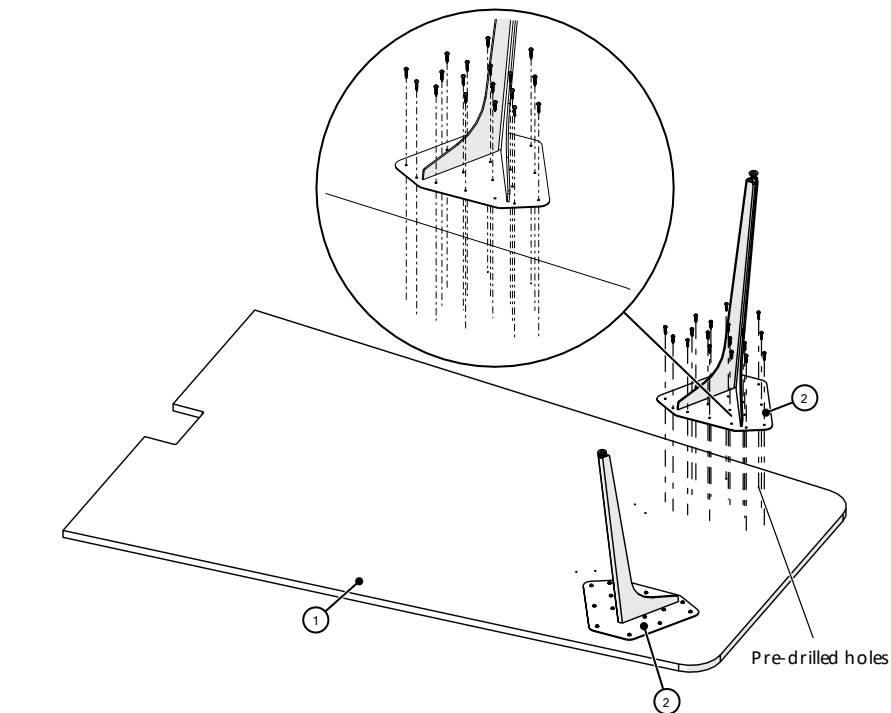


Figure 1

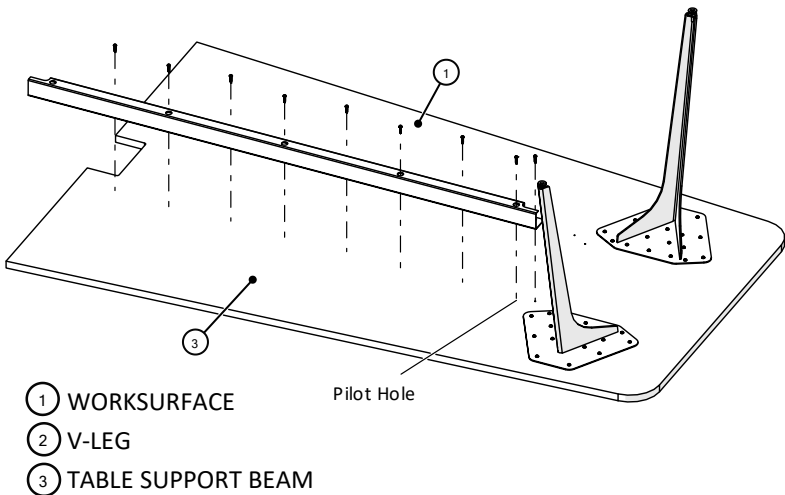



Figure 2

		8540-0789_SCREW		
Drill	Robertson # 2	#10 X 1" Pan Head Screw		

# AV Unit Mounted Video Table w/ V-Leg

- Attach the Flush Plate to underneath the AV storage unit top fix shelf using (6) #10 x 1" Pan Head Screws, (Figure 3).
- Repeat **Step 5** to fasten remaining flush plate.
- Carefully turn AV Unit Mounted Video Table upright position; Position AV Unit Mounted Video Table in the middle of AV storage unit, (Figure 4).

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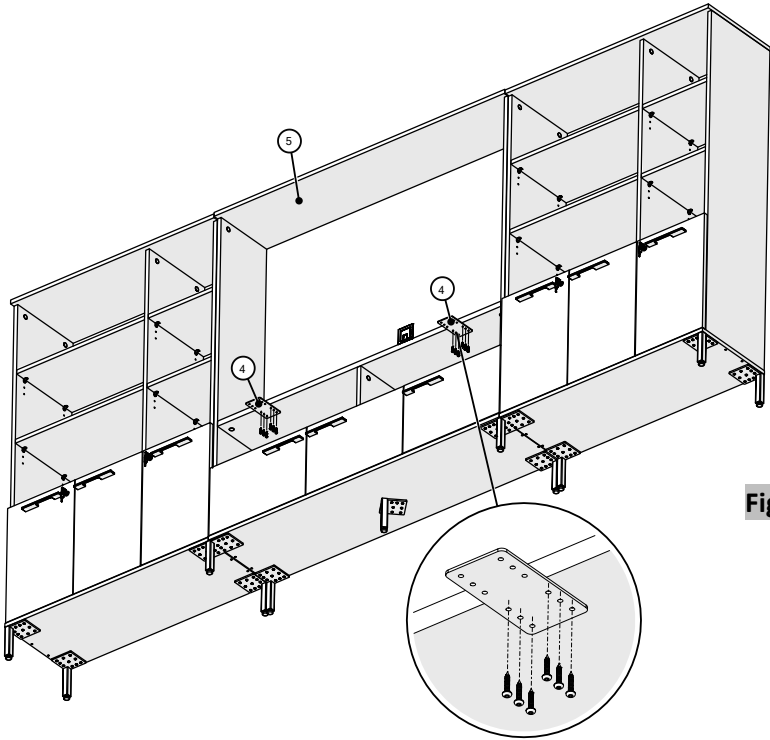


Figure 3

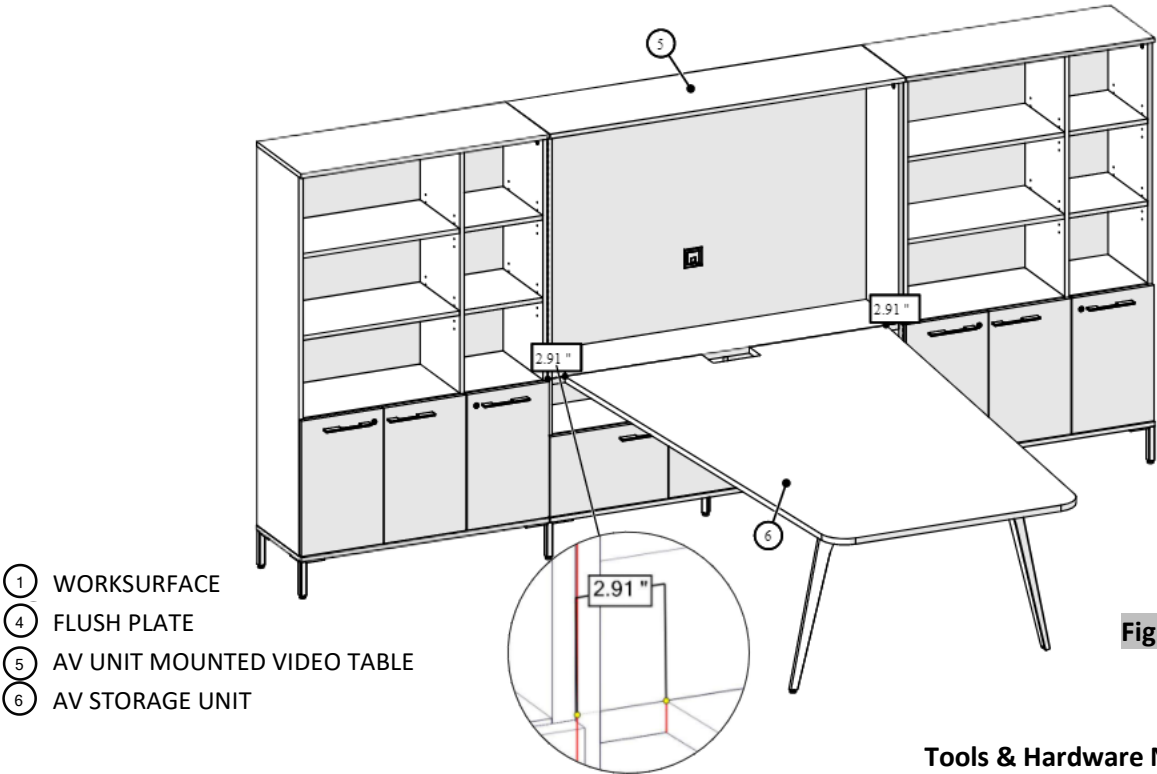
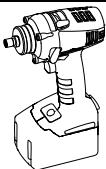

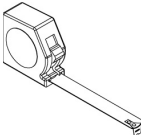
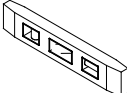


Figure 4

- 1 WORKSURFACE
- 4 FLUSH PLATE
- 5 AV UNIT MOUNTED VIDEO TABLE
- 6 AV STORAGE UNIT

## Tools & Hardware Needed

				8540-0789_SCREW
Drill	Robertson # 2	Tape Measure	Torpedo Level	#10 X 1" Pan Head Screw

# AV Unit Mounted Video Table, w/ V-Leg

- 8. Securely fasten AV Unit Mounted Video Table to flush plates using #10 x 1" Pan Head Screws, (Figure 5).
- 9. Install the wire guide to V-leg, please refer to wire guide and plastic cover installation for V-leg.  
**Note:** Install the wire guide to V-leg near the Table Support Beam.
- 10. Set the power grommet into the hole; lay-in the electrical wires and communication cables inside wire troughs or guide.

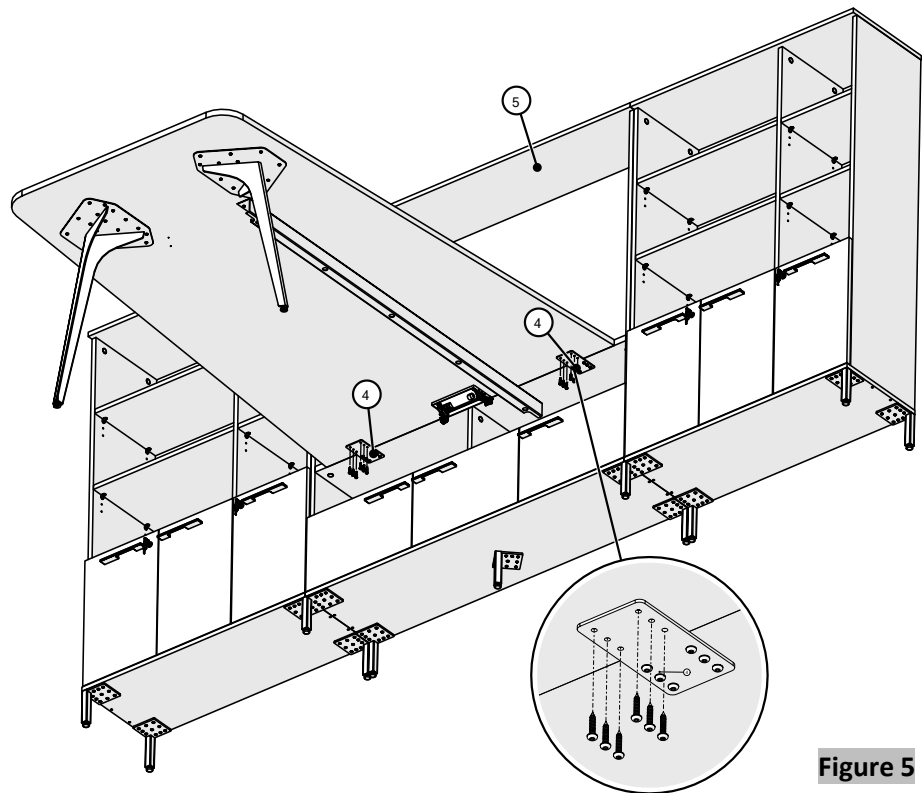


Figure 5

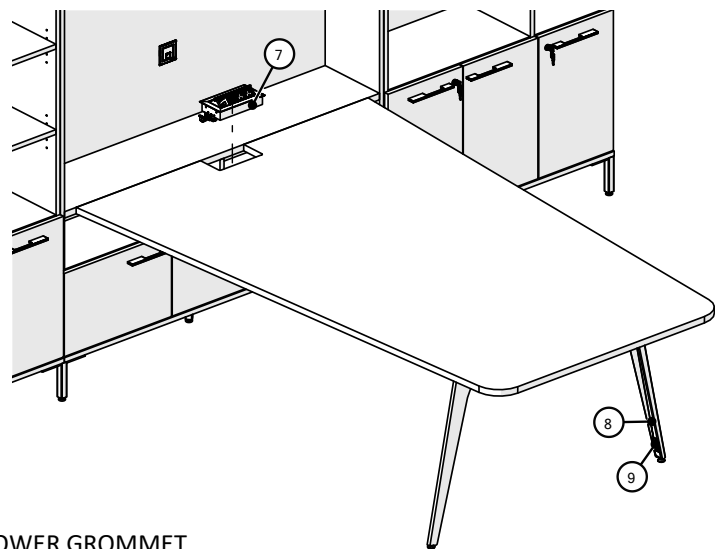
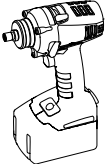

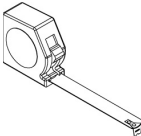
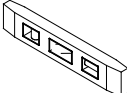



Figure 6

- 7 POWER GROMMET
- 8 WIRE GUIDE
- 9 PLASTIC COVER W/ MAGNETS

## Tools & Hardware Needed

				8540-0789_SCREW 
Drill	Robertson # 2	Tape Measure	Torpedo Level	#10 X 1" Pan Head Screw

# Low Credenza Mounted Desk, A-Leg

1. Place the worksurface on a clean, solid surface or floor with the underside facing up.
2. Position the A-leg over pilot holes in underside of worksurface; attach the A-Leg to worksurface using the (10) #10 x 1" Pan Head Screws, (Figure 1).
3. Position table support beam to A-Leg by aligning the holes, (Figure 2).

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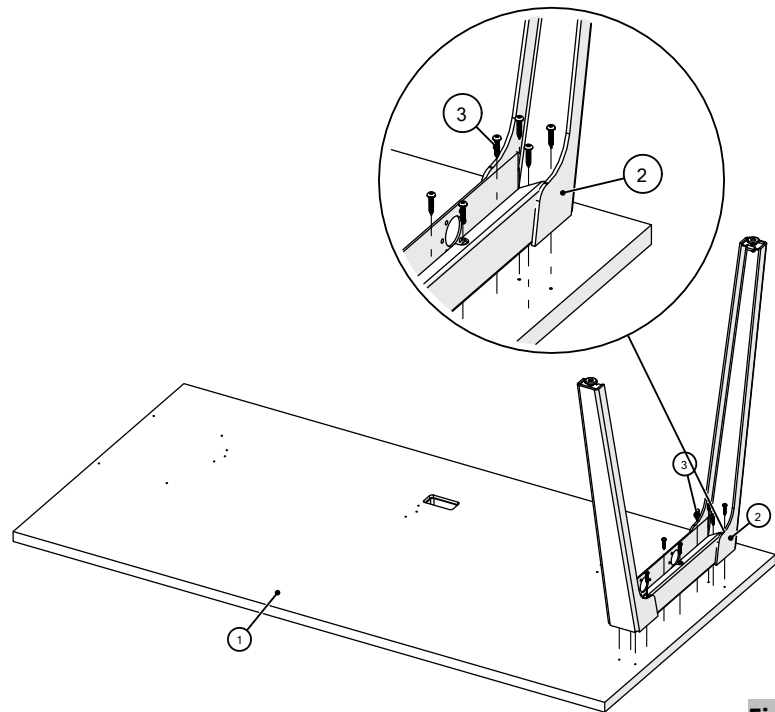


Figure 1

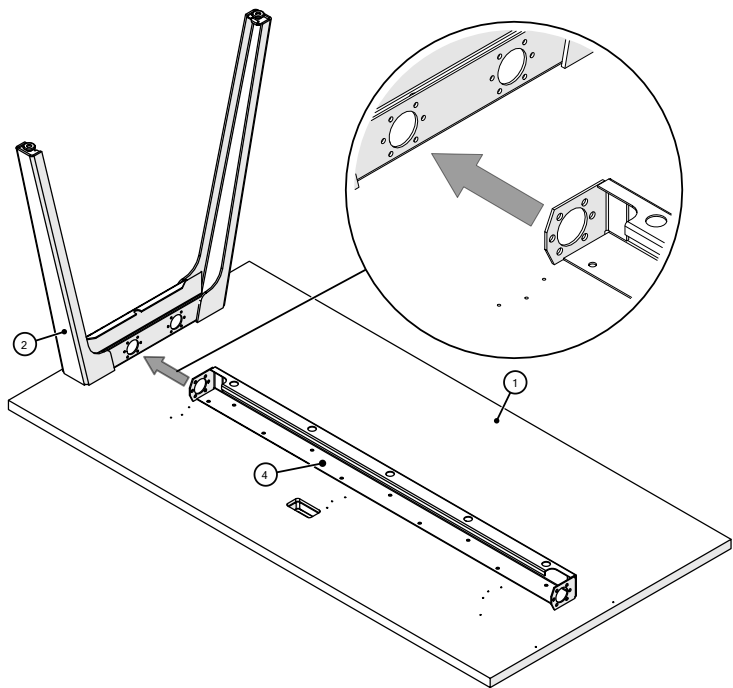
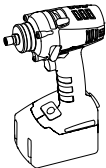
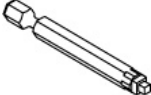


Figure 2

- ① WORKSURFACE
- ② A-LEG
- ③ #10 X 1" PAN HEAD SCREW
- ④ TABLE SUPPORT BEAM

		8540-0789_SCREW		
Drill	Robertson # 2	#10 X 1" Pan Head Screw		

# Low Credenza Mounted Desk, A-Leg

- 4. Attach the table support beam to A-Leg using the (6) 1/4-20 x 5/8", Truss Quad Screw, (Figure 3).
- 5. Secure the table support beam to worksurface using the #10 x 1" Pan Head Screws, (Figure 4).

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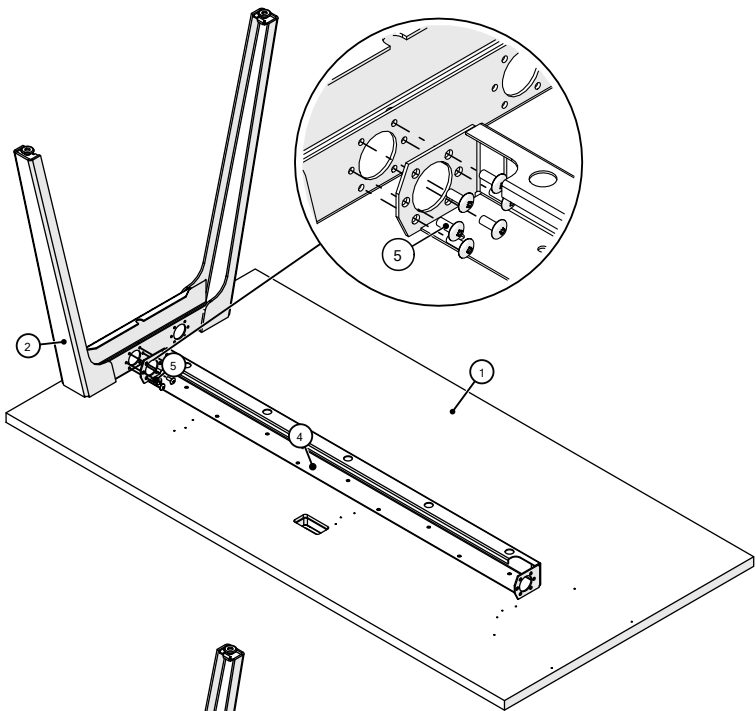
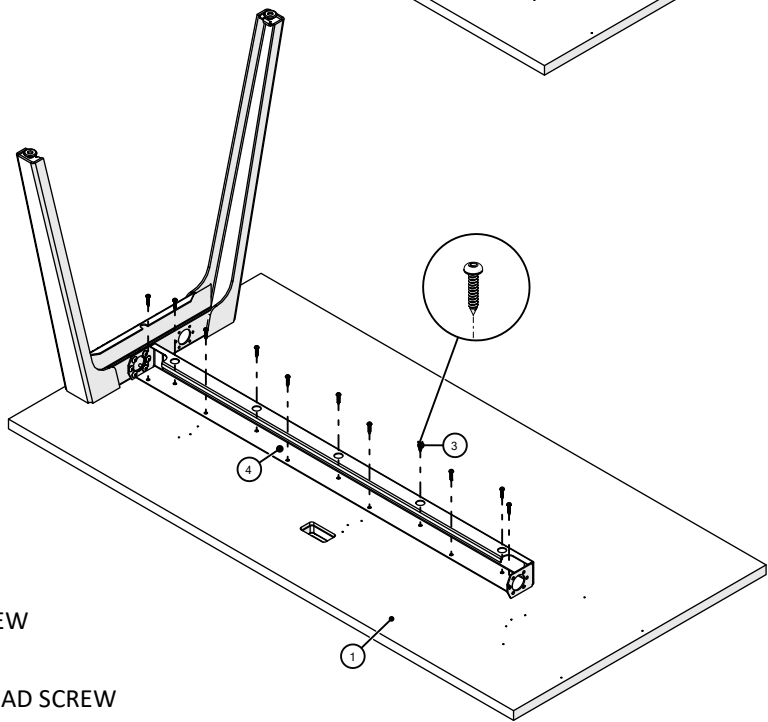


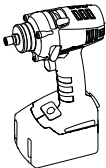
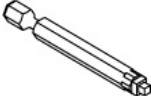
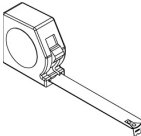
Figure 3



- 1 WORKSURFACE
- 2 A-LEG
- 3 #10 X 1" PAN HEAD SCREW
- 4 TABLE SUPPORT BEAM
- 5 1/4-20 x 5/8", TRUSS QUAD SCREW

Figure 4

## Tools & Hardware Needed

			8540-0535	8540-0789_SCREW
Drill	Robertson # 2	Tape Measure	1/4-20 x 5/8", Truss Quad Screw	#10 x 1" Pan Head Screw



# Low Credenza Mounted Desk, A-Leg

6.

Position the cantilever bracket over pilot holes of modesty; insert (4) #8 x 5/8" Pan Quadrex drive screws per bracket and tighten, (Figure 5).
7.

Position the cantilever brackets with modesty over pilot holes in underside of worksurface; insert (4) #8 x 5/8" Pan Quadrex drive screws per bracket and tighten, (Figure 6).
- Note:

Modesties 60" & wider comes with 3 brackets  
54" and under comes with 2 brackets.

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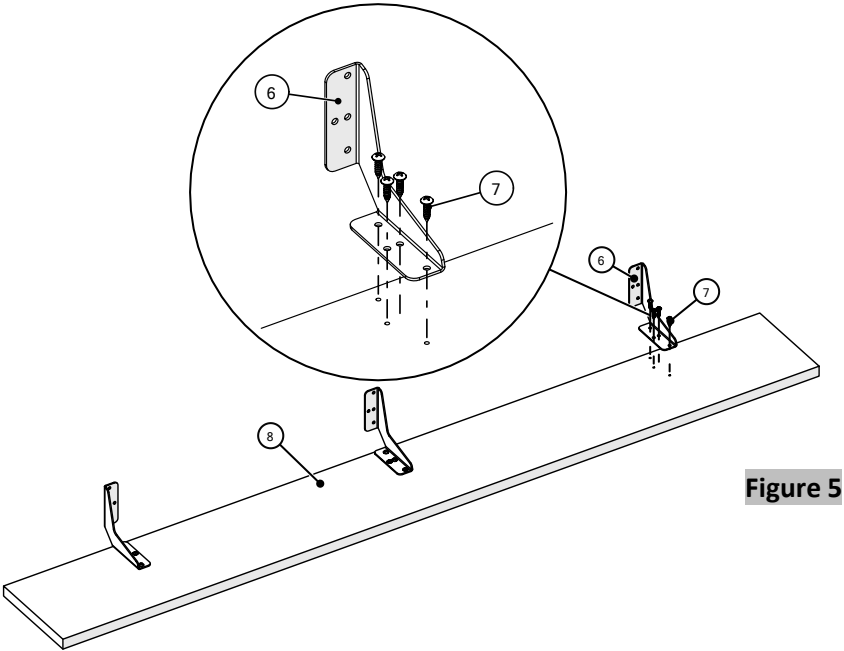


Figure 5

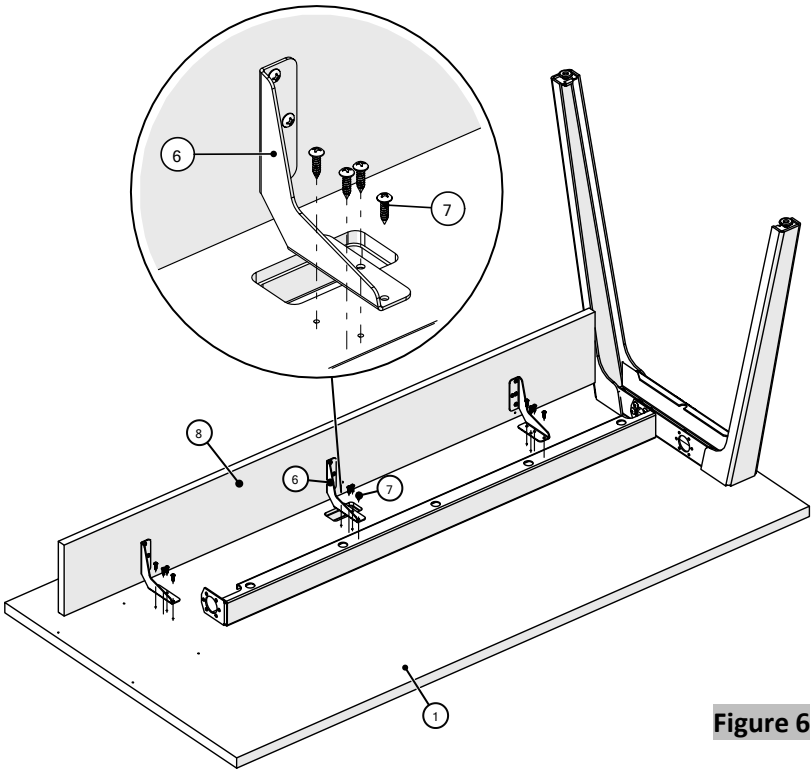


Figure 6

- 1

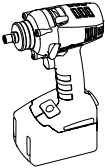
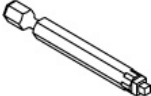
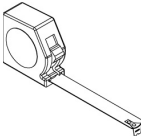
WORKSURFACE
- 6

CANTILEVER BRACKET
- 7

#8 x 5/8, PAN QUADREX DRIVE SCREW
- 8

MODESTY

## Tools & Hardware Needed

			8540-0528	
Drill	Robertson # 2	Tape Measure	#8 x 5/8" Pan Head Screw	

# Low Credenza Mounted Desk, A-Leg

8. Align the desk support box to the edge of the right-hand side of the low credenza grommet; push desk support box flush with the hutch back board/PET/ Gallery Wall, (Figure 7).
- Note:** The open side of desk support box should be facing the hutch back board/PET/ Gallery Wall.

9. Attach the desk support box to low credenza storage using the #8 x 5/8, Pan Quadrex drive, (Figure 8).
- Note:** In case the layout includes PET acoustic board, must be installed before the desk support box.

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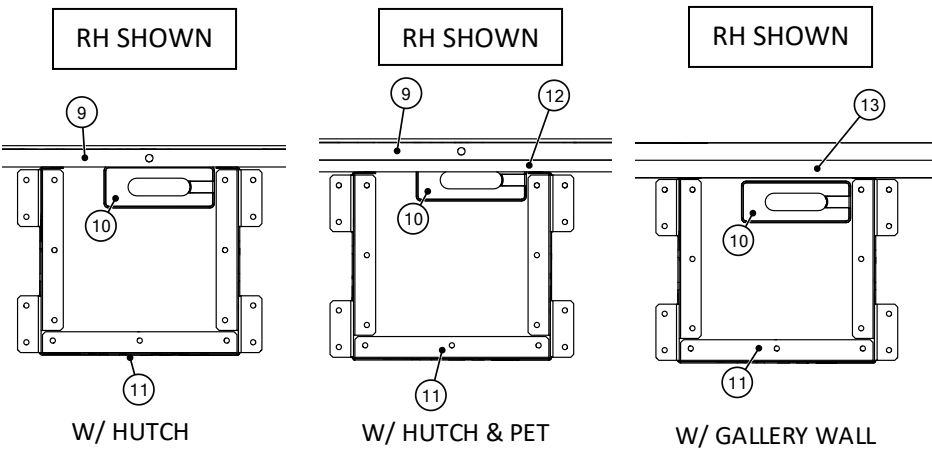


Figure 7

- 7 #8 x 5/8" PAN QUADREX DRIVE SCREW
- 9 HUTCH BACK BOARD
- 10 LOW CREDENZA GROMMET
- 11 DESK SUPPORT BOX
- 12 PET
- 13 GALLERY WALL
- 14 LOW CREDENZA STORAGE

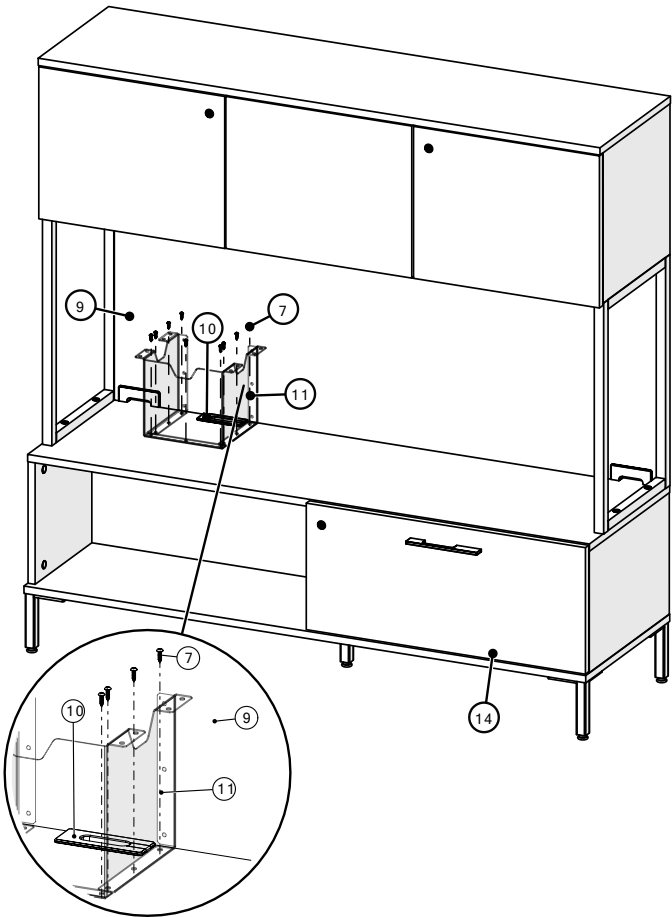
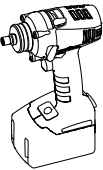

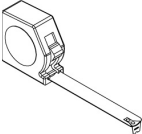
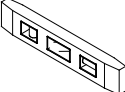



Figure 8

## Tools & Hardware Needed

				8540-0528 
Drill	Robertson # 2	Tape Measure	Torpedo Level	#8 x 5/8" Pan Head Screw

# Low Credenza Mounted Desk, A-Leg

**Note:** Lay down wires/cables before installing the surface.

- 10.** Fish wires and cables through desk support box, (Figure 9).
- 11.** Position desk so it rests on the desk support box; level the desk by adjusting the glides.
- 12.** Attach the worksurface to desk support metal using the #8 x 5/8, Pan Quadrex drive Screw, (Figure 10).
- 13.** Fish wires and cables through hole of the table support beam; lay-in the wires and cables and fish them through the grommet hole.

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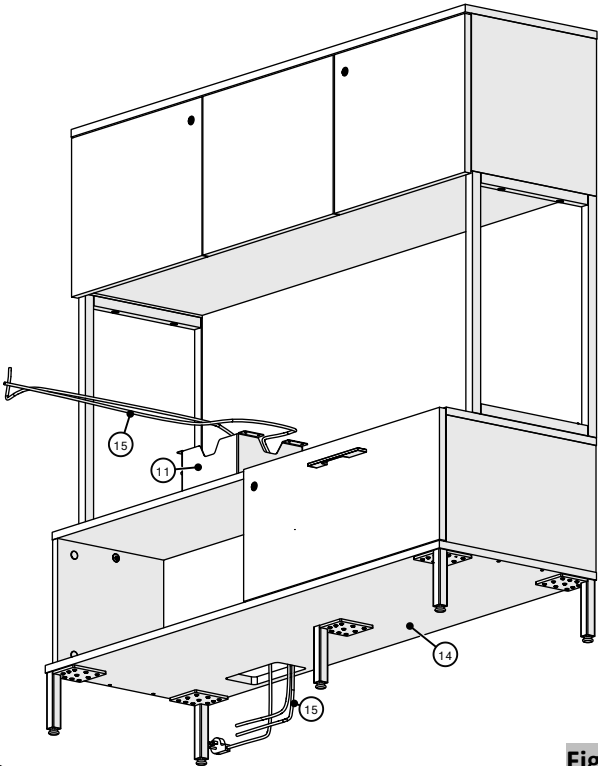


Figure 9

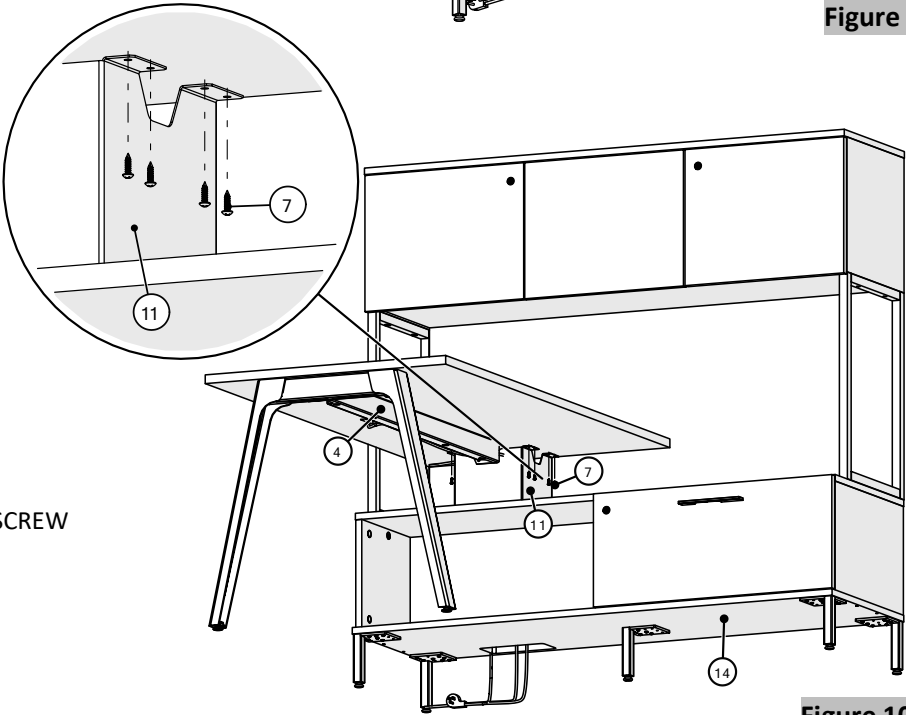
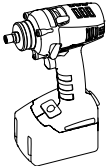
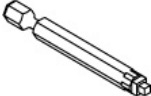
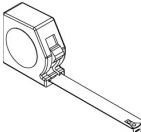
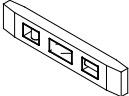



Figure 10

- 4 TABLE SUPPORT BEAM
- 7 #8 x 5/8" PAN QUADREX DRIVE SCREW
- 11 DESK SUPPORT BOX
- 14 LOW CREDENZA STORAGE
- 15 WIRES/CABLES

## Tools & Hardware Needed

				8540-0528 
Drill	Robertson # 2	Tape Measure	Torpedo Level	#8 x 5/8" Pan Head Screw

# Low Credenza Mounted Desk, A-Leg

- 14. Attach the A-leg cover, please refer to A-leg Cover Installation.
- 15. Set the grommet into the grommet hole, (Figure 11).

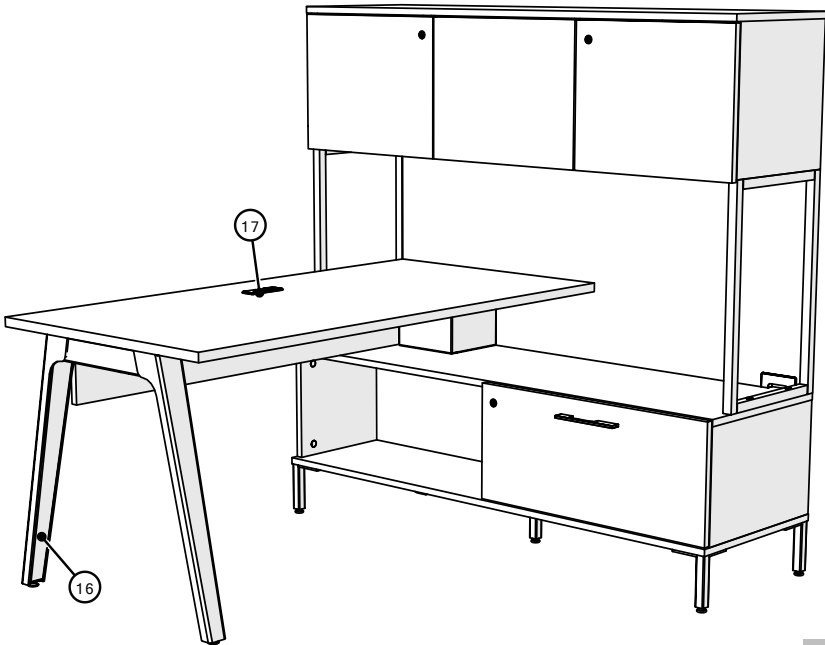
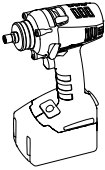
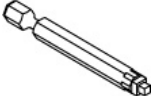
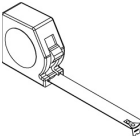
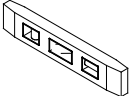



Figure 11

- 16 A-LEG COVER
- 17 GROMMET

## Tools & Hardware Needed

				8540-0789_SCREW 
Drill	Robertson # 2	Tape Measure	Torpedo Level	#10 X 1" Pan Head Screw

# Low Credenza Mounted Desk, A-Leg w/ Short Gable

1. Place the worksurface on a clean, solid surface or floor with the underside facing up.
2. Position the A-leg over pilot holes in underside of worksurface; attach the A-leg to worksurface using the (10) #10 x 1" Pan Head Screws, (Figure 1).
3. Position table support beam to A-Leg by aligning the holes, (Figure 2).

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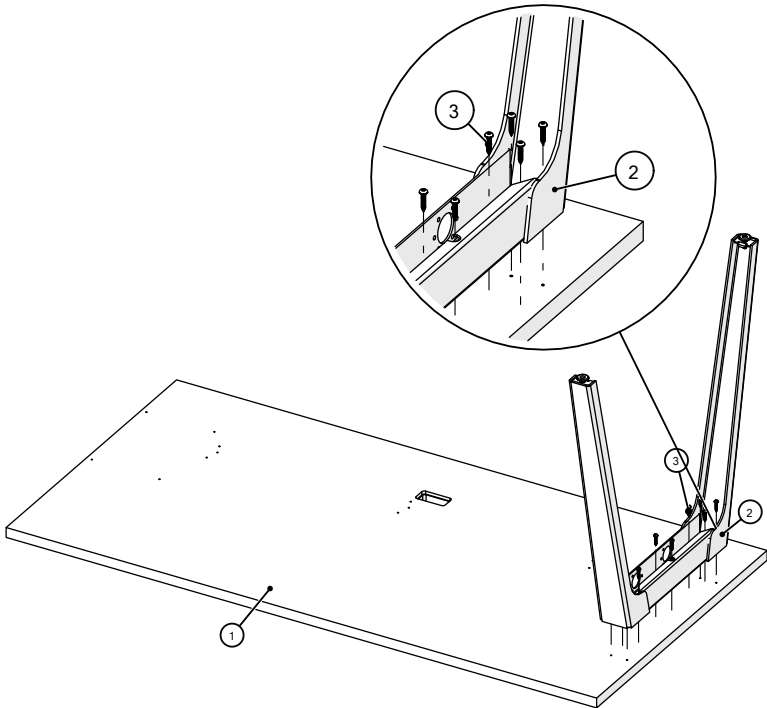


Figure 1

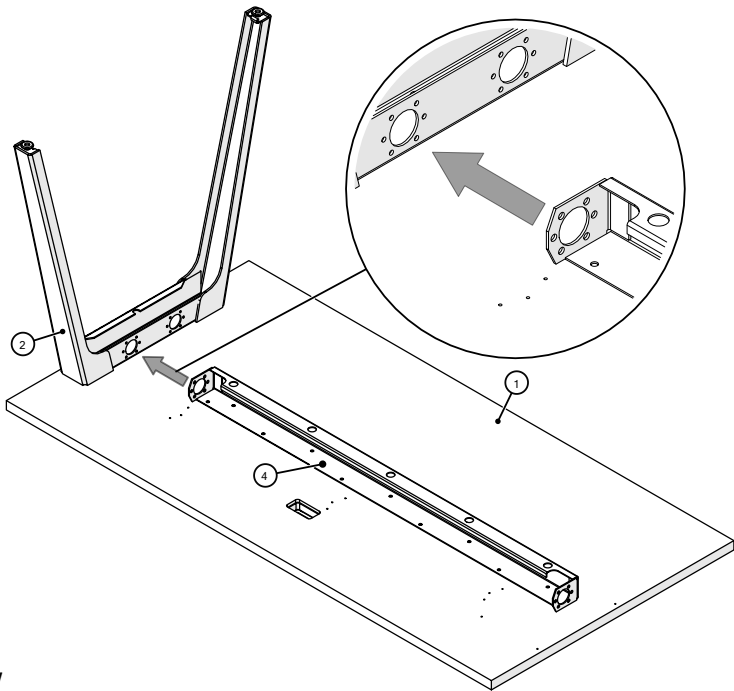
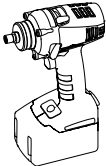
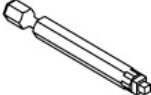


Figure 2

- ① WORKSURFACE
- ② A-LEG
- ③ #10 X 1" PAN HEAD SCREW
- ④ TABLE SUPPORT BEAM

		8540-0789_SCREW		
Drill	Robertson # 2	#10 X 1" Pan Head Screw		

# Low Credenza Mounted Desk, A-Leg w/ Short Gable

4. Attach the table support beam to A-Leg using the (6) 1/4-20 x 5/8", Truss Quad Screw, (Figure 3).
5. Secure the table support beam to worksurface using the #10 x 1" Pan Head Screws, (Figure 4).

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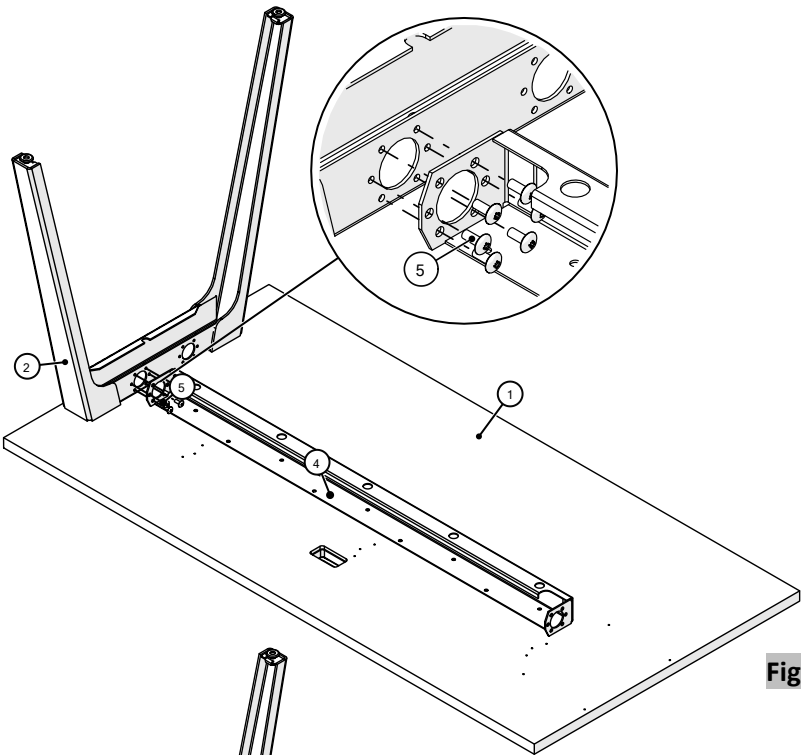


Figure 3

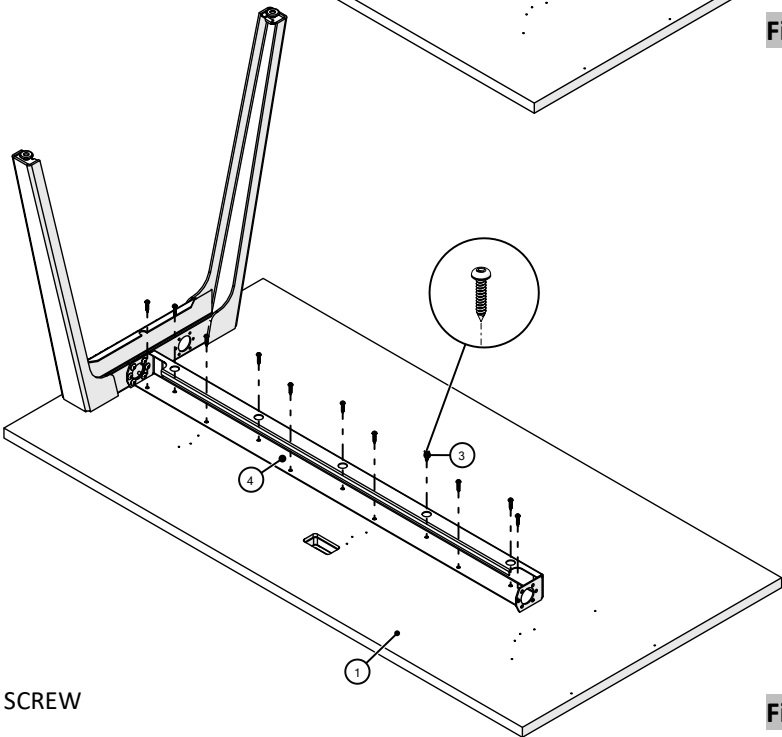
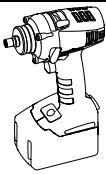

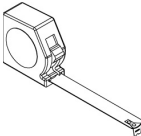


Figure 4

- 1 WORKSURFACE
- 2 A-LEG
- 3 #10 X 1" PAN HEAD SCREW
- 4 TABLE SUPPORT BEAM
- 5 1/4-20 X 5/8", TRUSS QUAD SCREW

## Tools & Hardware Needed

			8540-0535	8540-0789_SCREW
Drill	Robertson # 2	Tape Measure	1/4-20 x 5/8", Truss Quad Screw	#10 x 1" Pan Head Screw

# Low Credenza Mounted Desk, A-Leg w/ Short Gable

6. Position the cantilever bracket over pilot holes of modesty; insert (4) #8 x 5/8" Pan Quadrex drive screws per bracket and tighten, (Figure 5).
  7. Position the cantilever brackets with modesty over pilot holes in underside of worksurface; insert (4) #8 x 5/8" Pan Quadrex drive screws per bracket and tighten, (Figure 6).
- Note:** Modesties 60" & wider comes with 3 brackets  
54" and under comes with 2 brackets.

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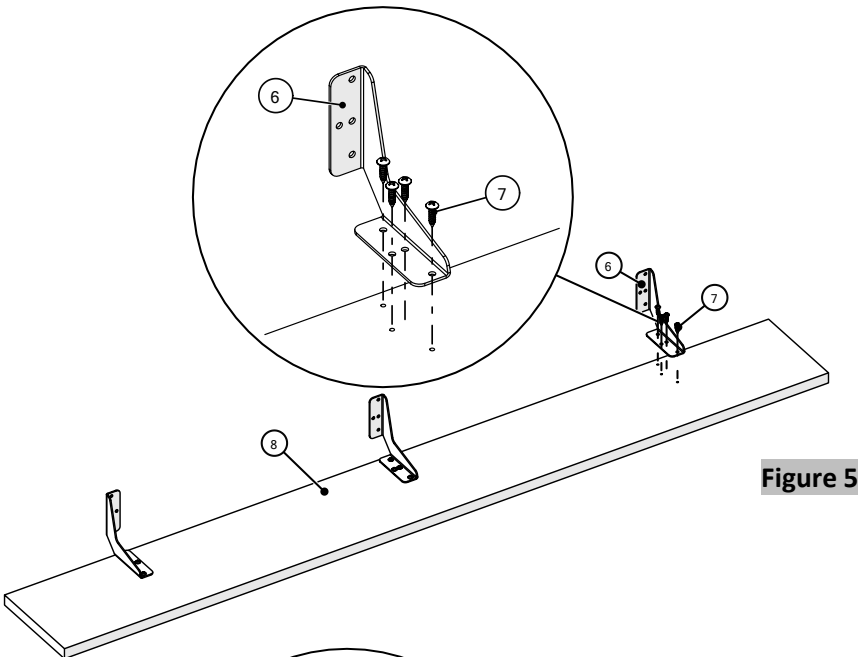


Figure 5

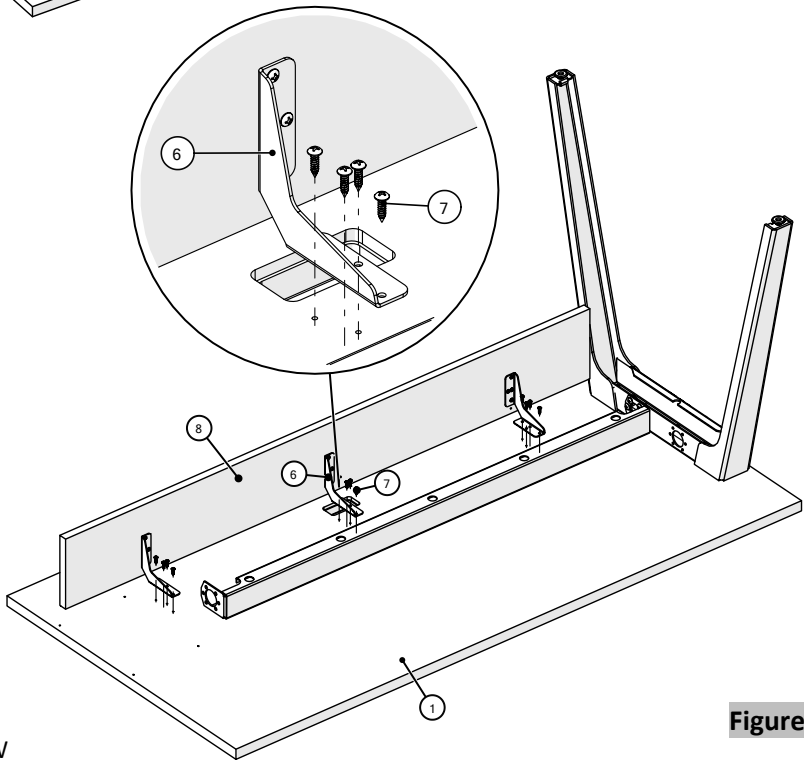
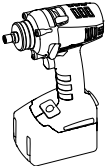
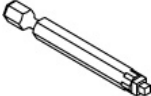
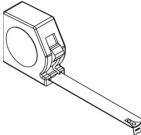



Figure 6

- 1 WORKSURFACE
- 6 CANTILEVER BRACKET
- 7 #8 x 5/8, PAN QUADREX DRIVE SCREW
- 8 MODESTY

## Tools & Hardware Needed

			8540-0528 	
Drill	Robertson # 2	Tape Measure	#8 x 5/8" Quadrex Drive Screw	

# Low Credenza Mounted Desk, A-Leg w/ Short Gable

- Insert the wooden dowels into the holes of worksurface; connect the short gable to worksurface and press the boards together by inserting the wooden dowels into the holes of the short gable, (Figure 7).
- Align the desk support box to the edge of the right-hand side of the credenza grommet, and offset 3/4" away from the back of the low credenza storage, (Figure 8).
- Note:** The open side of the desk support box should be facing the back or short gable.
- Attach the desk support box to low credenza storage using the #8 x 5/8" Pan Quadrex drive screws, (Figure 9).

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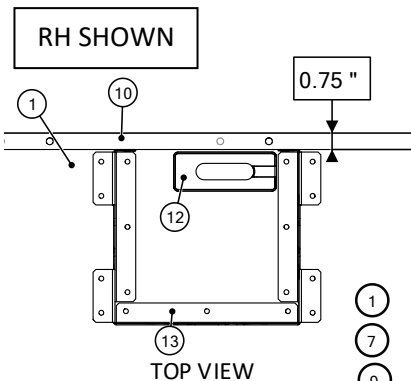


Figure 8

- 1 WORKSURFACE
- 7 #8 x 5/8, PAN QUADREX DRIVE SCREW
- 9 WOODEN DOWEL
- 10 SHORT GABLE
- 11 LOW CREDENZA GROMMET
- 12 CREDENZA GROMMET
- 13 DESK SUPPORT BOX

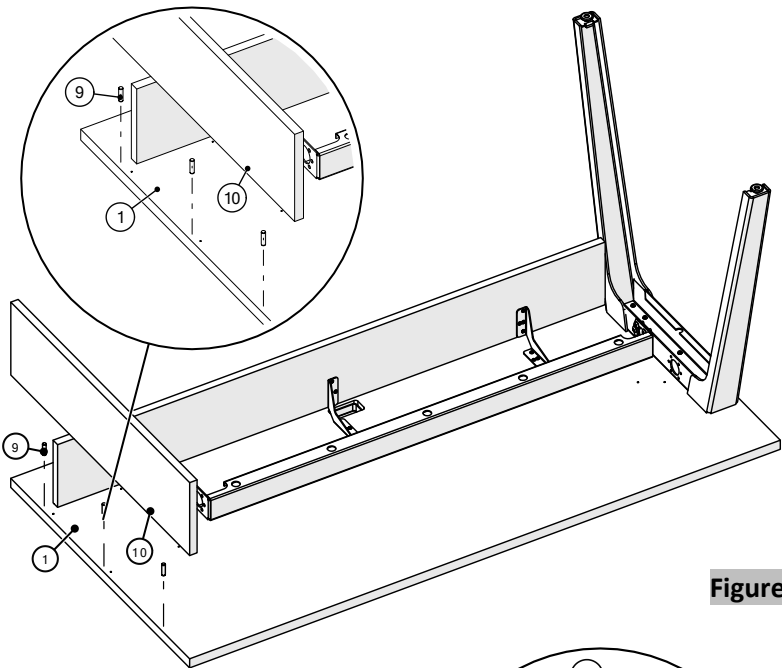


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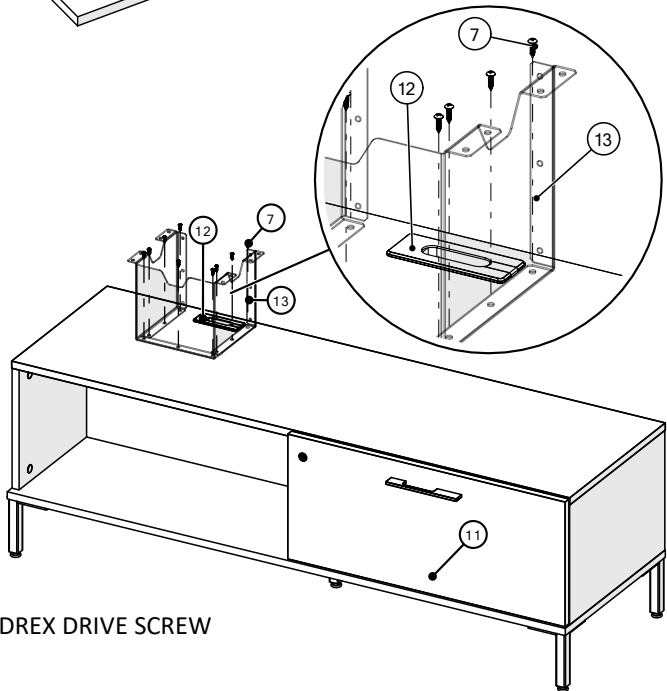
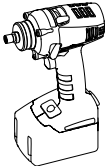
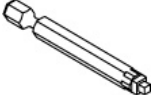
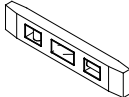


Figure 9

			8540-0528	8540-0770_Dowel
Drill	Robertson # 2	Torpedo Level	#8 x 5/8" Pan QD Screw	Wooden Dowel



# Low Credenza Mounted Desk, A-Leg w/ Short Gable

**Note:** Lay down wires/cables before installing the surface.

- 11.** Fish wires and cables through desk support metal box, (Figure 10).
- 12.** Position desk so it rests on the desk support box; level the desk by adjusting the glides.  
**NOTE:** Make sure the outer corner of short gable and back corner of low credenza are flush
- 13.** Secure the desk by attaching the mending plates with provided #10 x 11/16, Oval Head Screws, (Figure 11).

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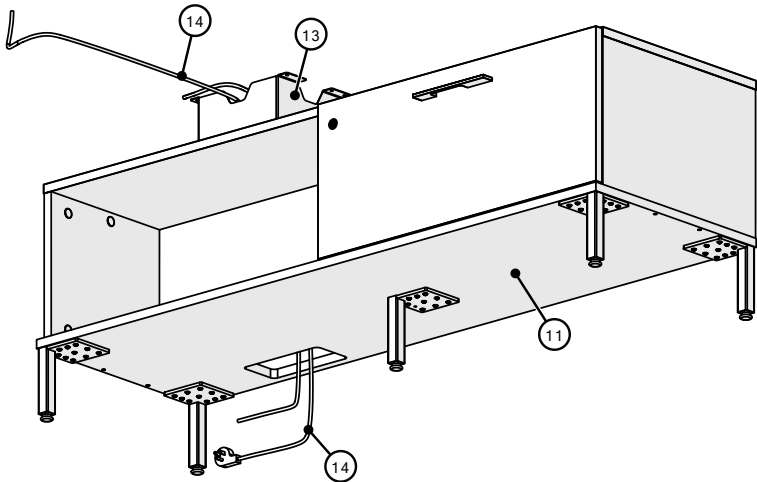


Figure 10

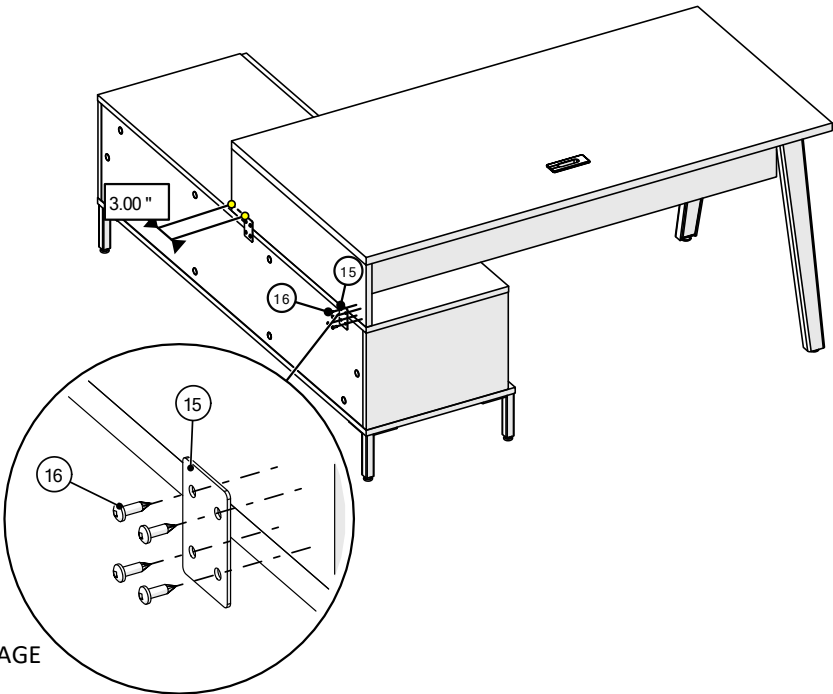
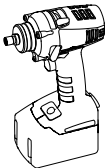
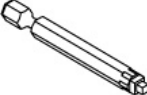
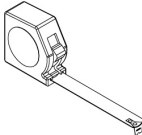
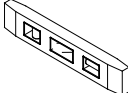

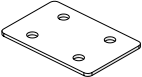


Figure 11

- 11 LOW CREDENZA STORAGE
- 13 DESK SUPPORT BOX
- 14 WIRES/CABLES
- 15 MENDING PLATE
- 16 #10 X 11/16" OVAL HEAD SCREW

## Tools & Hardware Needed

				8540-0545 	MENDPLATE-BLK 
Drill	Robertson # 2	Tape Measure	Torpedo Level	#10 x 11/16", Oval Head Screw	Mending Plate

# Low Credenza Mounted Desk, A-Leg w/ Short Gable

- 14. Flip and install the desk by attaching the worksurface to desk support box using the #8 x 5/8, Pan Quadrex drive Screw, (Figure 12).
- 15. Level the desk by rotating the adjustable glide counterclockwise to extend the glide and raise the desk.
- 16. Fish wires and cables through hole of the table support beam; lay-in the wires and cables and fish them through the grommet hole.
- 17. Attach the A-leg cover, **please refer to A-leg Cover Installation.**
- 18. Set the grommet into the grommet hole, (Figure 13).

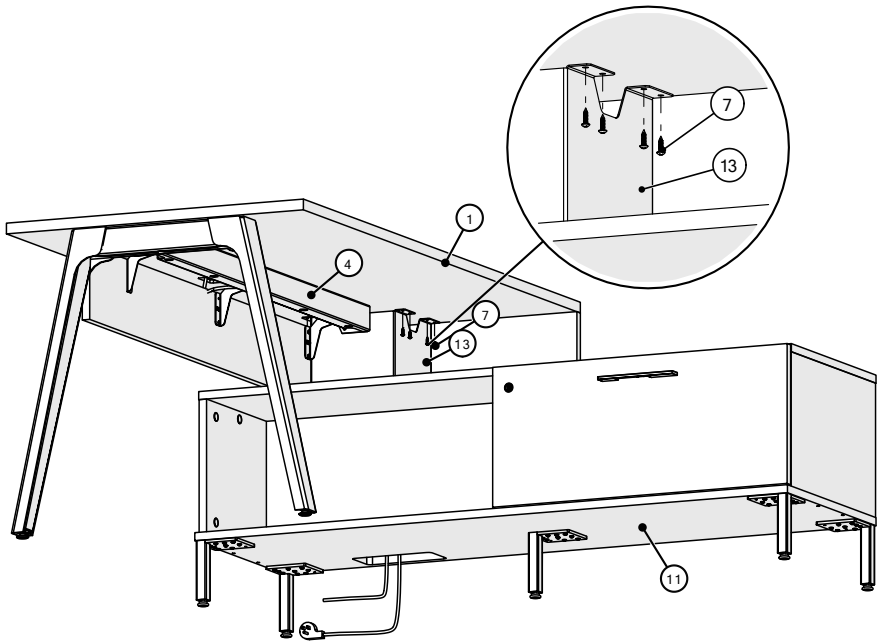
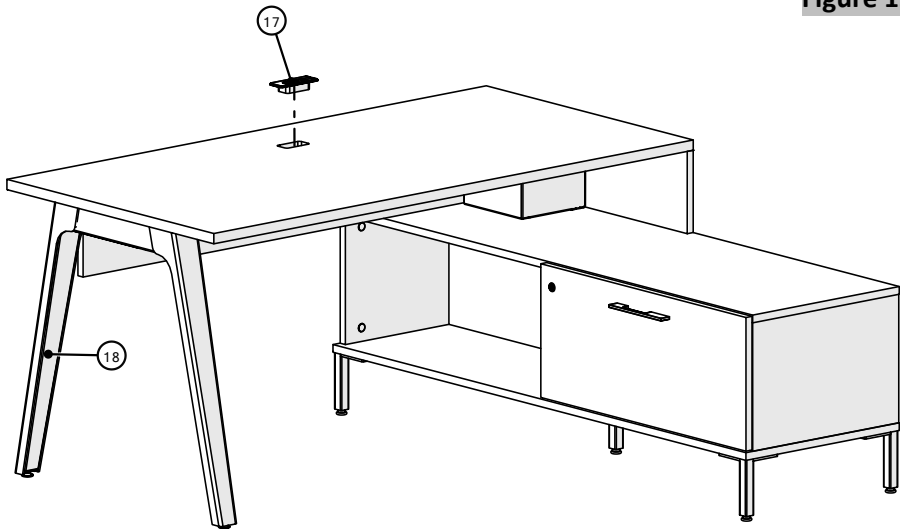


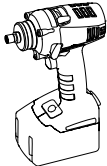
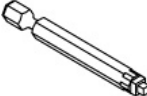
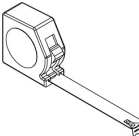
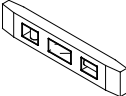

Figure 12



- 1 WORKSURFACE
- 4 TABLE SUPPORT BEAM
- 7 #8 X 5/8, PAN QUADREX DRIVE SCREW
- 11 LOW CREDENZA STORAGE
- 13 DESK SUPPORT BOX
- 17 CREDENZA GROMMET
- 18 A-LEG COVER

Figure 13

## Tools & Hardware Needed

				8540-0528 	
Drill	Robertson # 2	Tape Measure	Torpedo Level	#8 x 5/8" Quadrex Drive Screw	

# A-Leg Cover with Wire/Cable Pass Through

For A-leg cover without wire/cable pass through, skip **STEP 1**.

1. Fish wires and cables through holes of the table support beam or grommet hole: lay-in the wires and cables, (Figure 1).
2. Insert the A-leg guide into the slotted hole of A-leg cover, (Figure 2).

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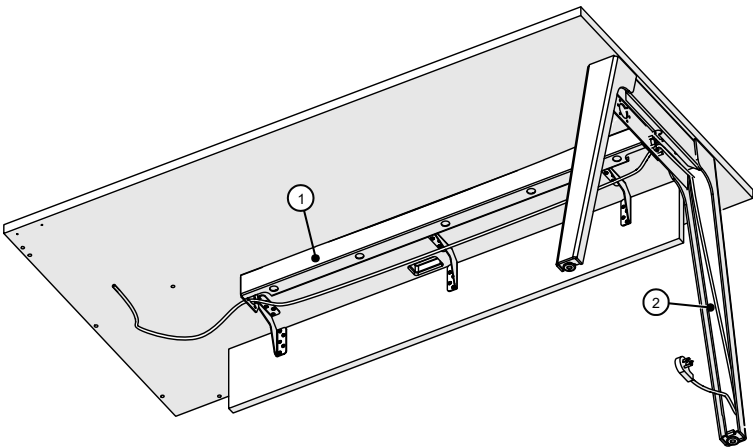


Figure 1

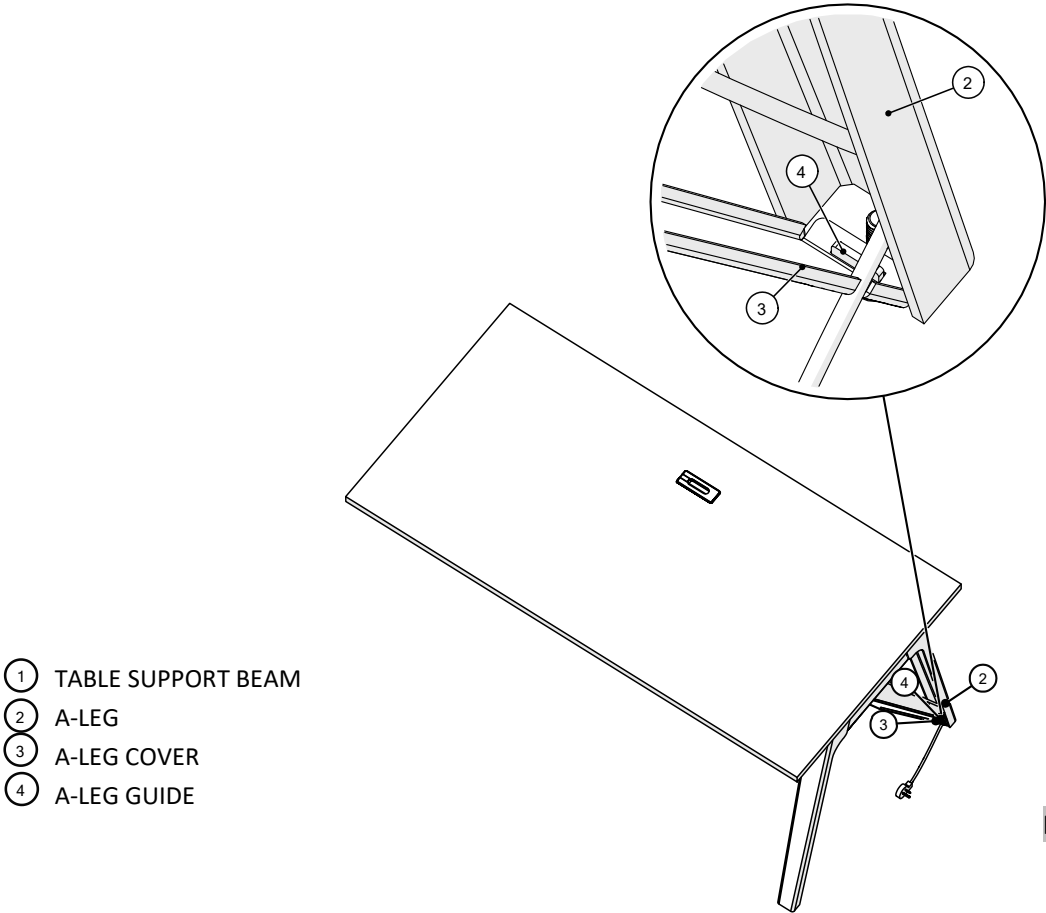


Figure 2

- ① TABLE SUPPORT BEAM
- ② A-LEG
- ③ A-LEG COVER
- ④ A-LEG GUIDE

## Tools & Hardware Needed


# A-Leg Cover with Wire/Cable Pass Through

3. Attach the A-leg cover using #10 x 1" Pan Head Screw, (Figure 3).

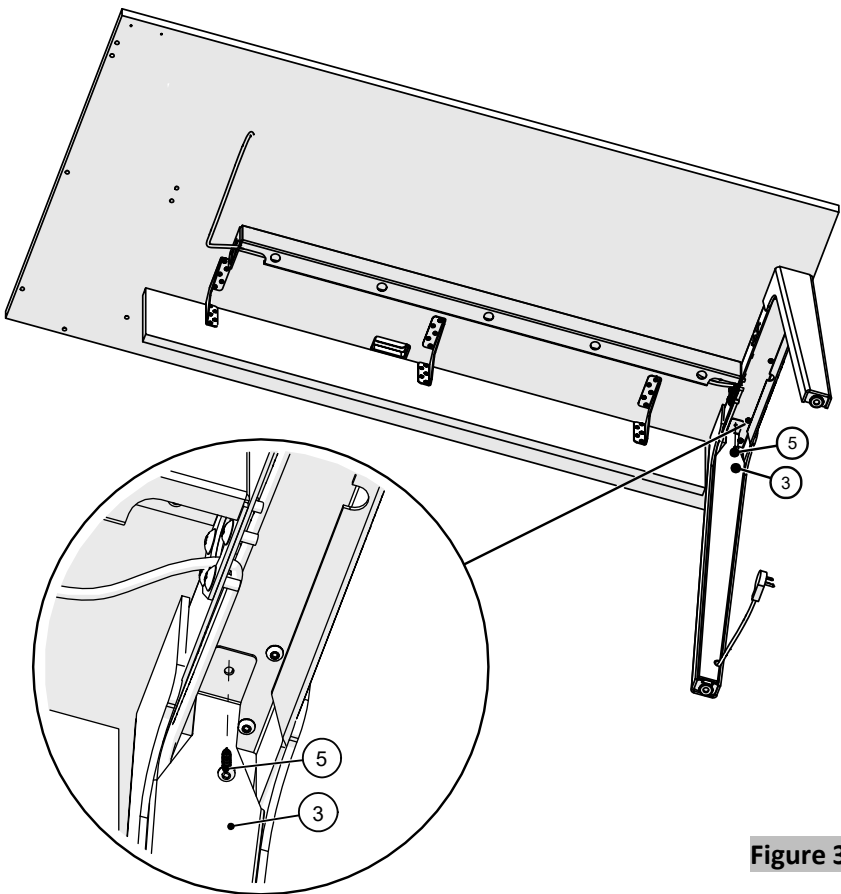
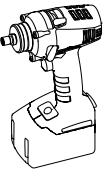



Figure 3

- 3 A-LEG COVER
- 5 #10 X 1" PAN HEAD SCREW

## Tools & Hardware Needed

		8540-0789		
Drill	Robertson # 2	#10 X 1" Pan Head Screw		

# V-Leg Cover & Wire Guide

- 1. Lay in the wires/cables, (Figure 1).
- 2. Stick and peel the cable clamp in underside of surface, (Figure 2).

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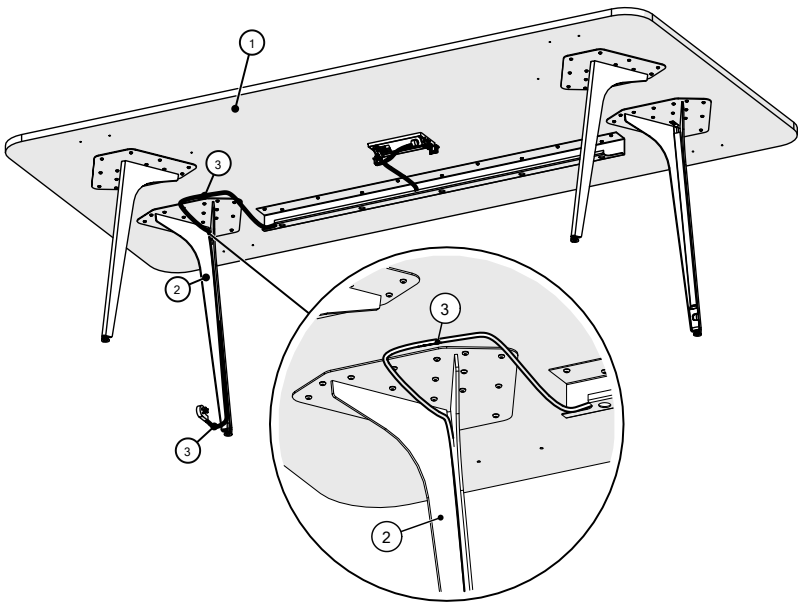
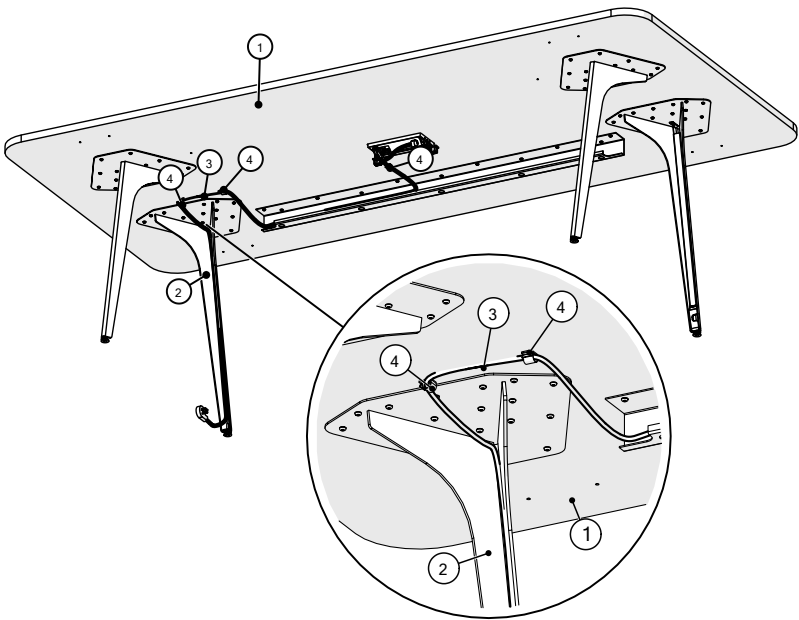
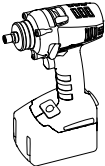




Figure 1



- 1 SURFACE
- 2 V-LEG
- 3 WIRE/CABLE
- 4 CABLE CLAMP, R STYLE

Figure 2

		8540-1350 		
Drill	Robertson # 2	Cable Clamp, R-Style		

# V-Leg Cover & Wire Guide

- 3. Attach the plastic cover with magnets to V-leg, (Figure 3).
- 4. Peel the double-sided dots of wire guide; Position the wire guide and stick it to V-leg, (Figure 4).

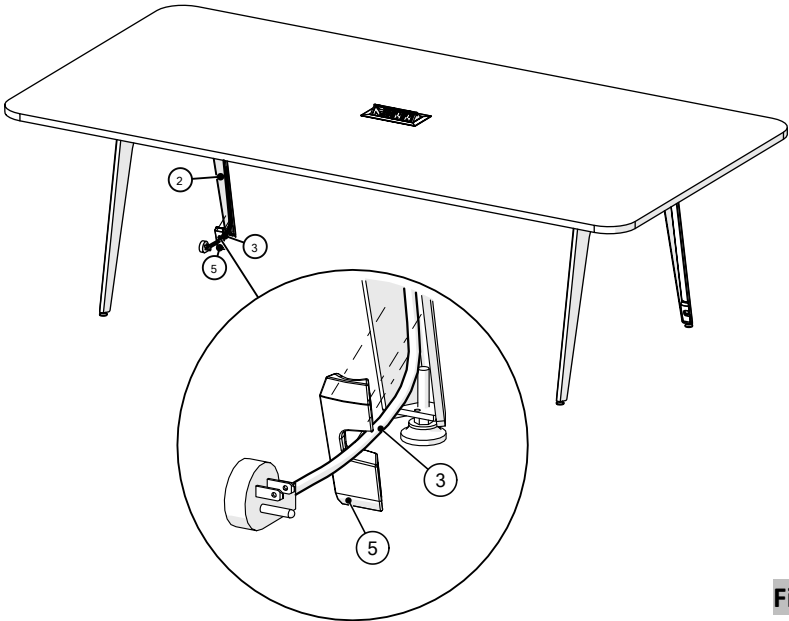


Figure 3

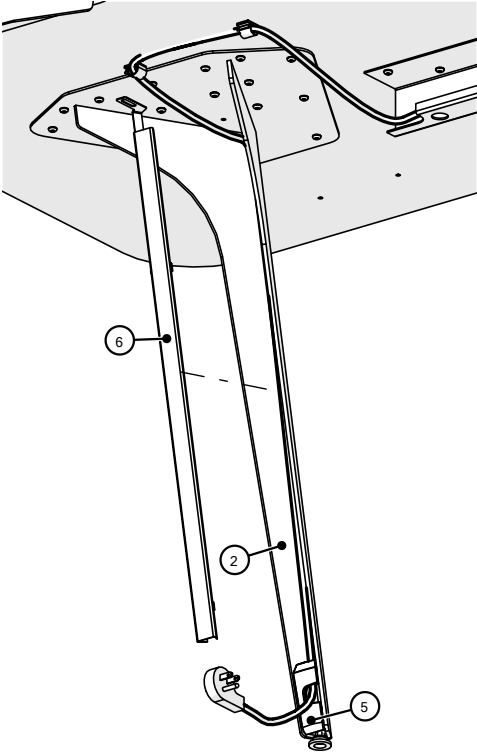


Figure 4

- 2 V-LEG
- 5 V-LEG WIRE GROMMET COVER
- 6 WIRE GUIDE, V-LEG SEATED TABLE

8540-1299	8485-0036			
				
Plastic Cover for V-leg	Wire Guide, V-leg Seated Table			

# V-Leg Cover & Wire Guide

5. Attach the wire guide using #10 x 1" Pan Head Screw, (Figure 5).

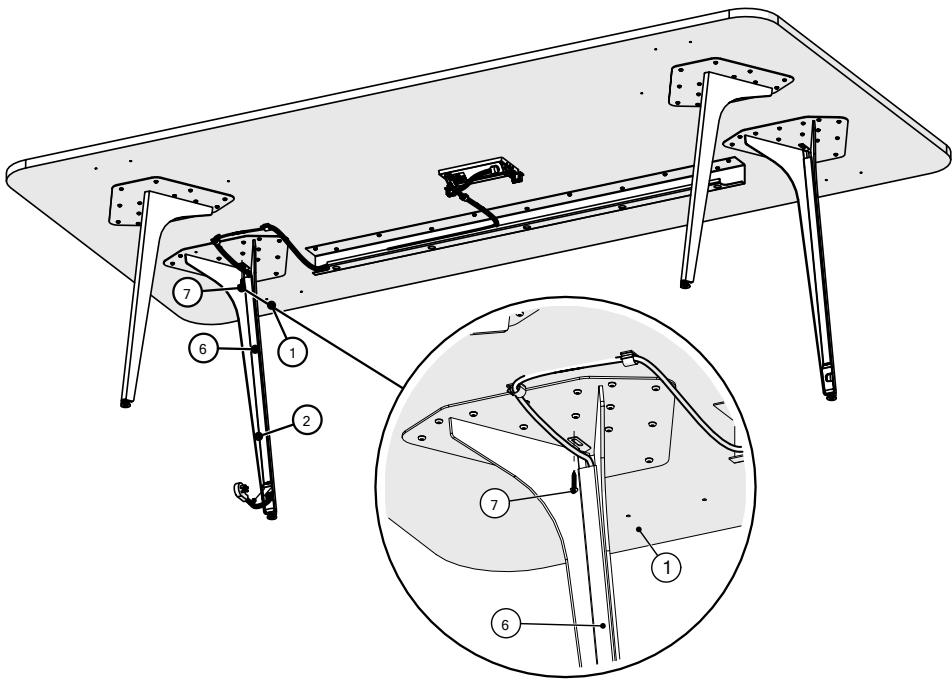
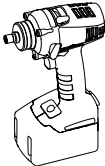



Figure 5

- 1 SURFACE
- 6 WIRE GUIDE, V-LEG SEATED TABLE
- 7 #10 X 1" PAN HEAD SCREW, SQ

		8540-0789	8540-1350	
Drill	Robertson # 2	#10 X 1" Pan Head Screw	Cable Clamp, R-Style	

# Integration Box Height Adjustable Table (HAT)

1. Ensure the install area is covered for surface protection.
2. Level/align the HAT integration box from front to back and side to side by rotating the adjustable glide counterclockwise to extend the glide and raise the storage unit, (Figure 1).
 

**Note:** The storage unit should be precisely level prior to joining other storage unit.
3. Join the HAT integration box to the adjoining storage unit per the configuration by using right angle drill adapter. Use #10 x 3/4" long Pan Head Screws, (Figure 2).

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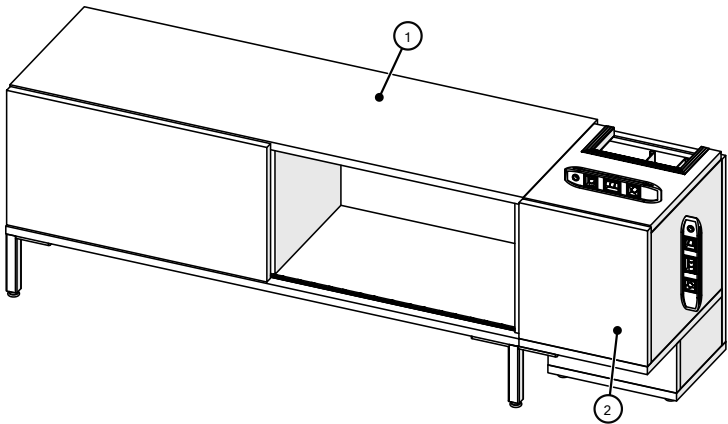


Figure 1

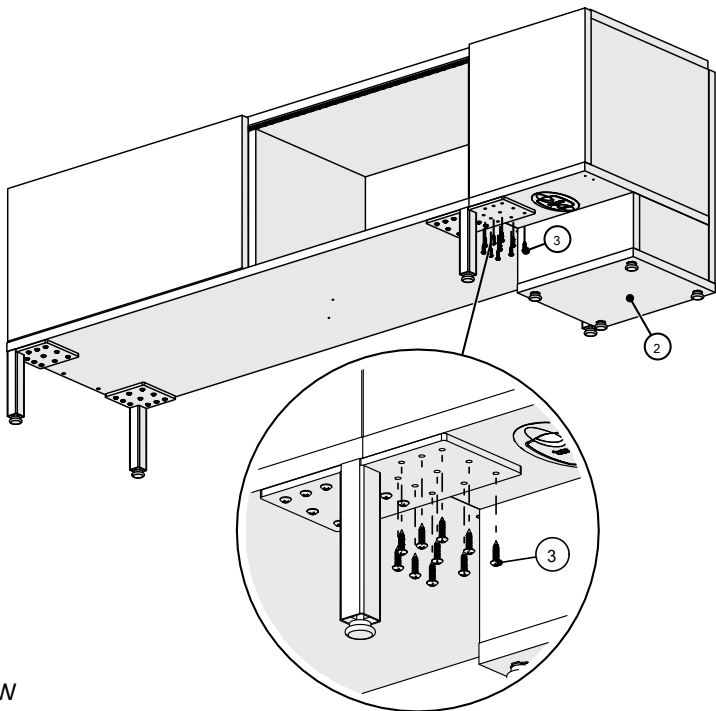

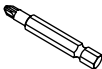
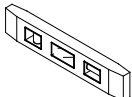



Figure 2

## Tools & Hardware Needed

			8540-1013 		
Right Angle Drill	Philips Bit	Torpedo Level	#10-3/4" Pan Head Screw		



# Integration Box Height Adjustable Table (HAT)

- 4. Install legs and mending plates on the side end box depending on the left or right configuration, (Figure 3).
  - 5. Level/align the end box from front to back and side to side by rotating the adjustable glide counterclockwise to extend the glide and raise the storage unit, (Figure 4).
- Note:** The storage unit should be precisely level prior to joining other storage unit.
- 6. Join the side end box to the adjoining storage unit per the configuration by using right angle drill adapter. Use #10 x 11/16" long Oval Head Screws, (Figure 5).

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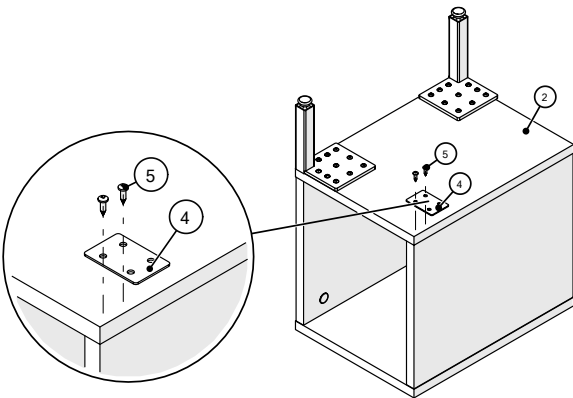


Figure 3

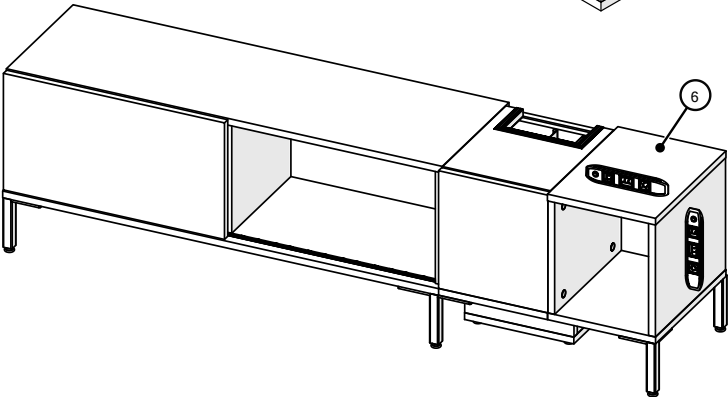


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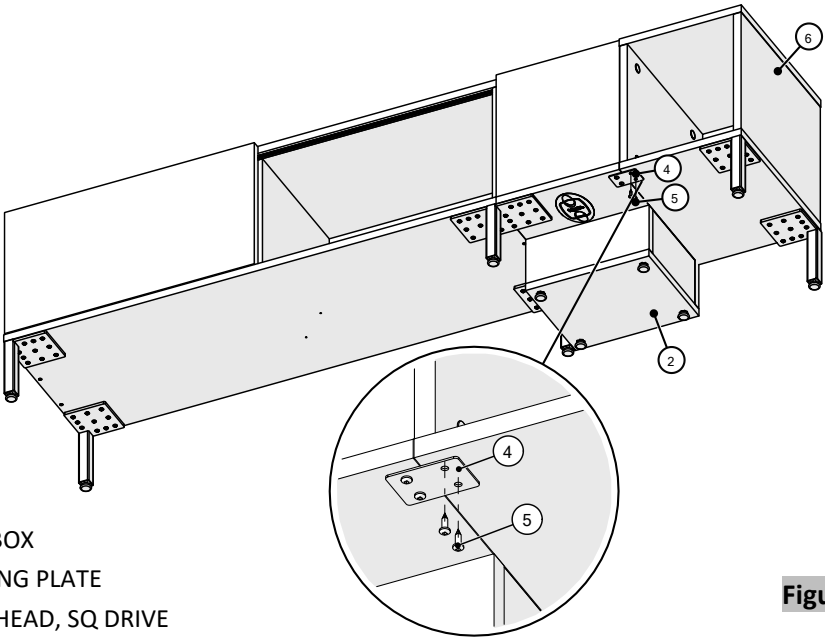


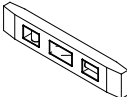


Figure 5

- 2 HAT INTEGRATION BOX
- 4 5/8 X 1-3/4" MENDING PLATE
- 5 #10 X 11/16" OVAL HEAD, SQ DRIVE
- 6 SIDE END BOX

## Tools & Hardware Needed

			MENDPLATE-BLK	8540-0545	
Right Angle Drill	Robertson # 2	Torpedo Level	5/8 X 1-3/4" Mending Plate	#10 x 11/16", Oval Head Screw	

# Integration Box Height Adjustable Table (HAT)

7. Place the surface face down on a clean solid surface or floor.
8. Install HAT skirt to the surface, please see how to install HAT skirt.
9. Prepare and install the HAT table mechanism to the surface. Use HAT table install instructions which comes in the HAT mechanism box.  
**Note:** prior to joining other storage unit.
10. Depending on the desk configuration left or right. Install leg mounting plate depending the configuration LH and RH using 3/8-16 x 2" Flat Head Screws, Square Drive, (LH shown, Figure 6).  
**Note:** 4 of the 8 holes used depending on LH or RH. Indicate which holes for LH and which holes are for RH.
11. Install the E-chain carrier assembly bracket to the surface. Use 2 each #8 x 5/8" Flat Head Screws, (Figure 7).

Continued on the next page >>

- 7 SURFACE
- 8 HAT LEG
- 9 HAT LEG MOUNTING PLATE
- 10 3/8-16 X 3/4" FLAT HEAD HEX SCREW
- 11 E-CHAIN CARRIER ASSEMBLY BRACKET
- 12 #8 X 5/8", FLAT HEAD SCREW, QUADREX
- 20 HAT SKIRT

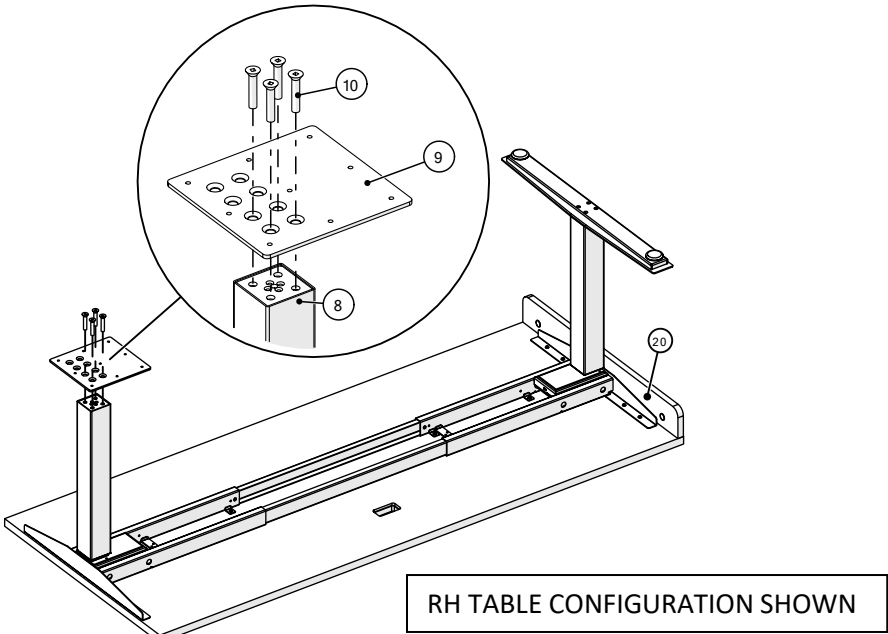


Figure 6

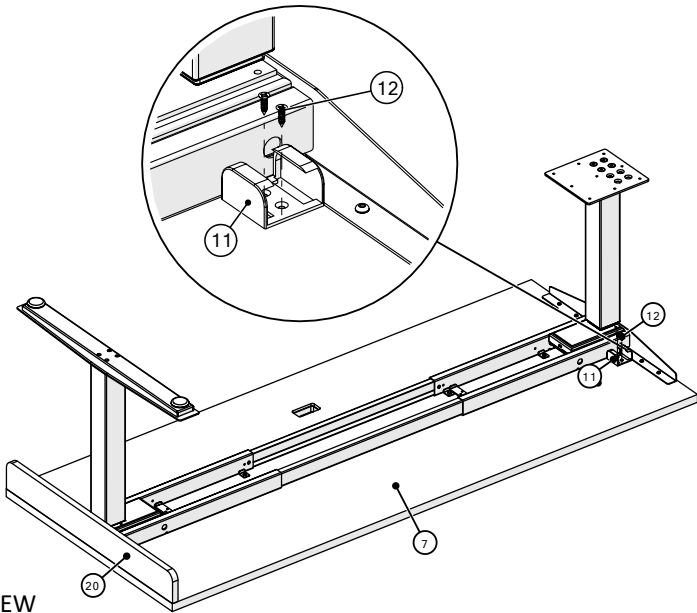
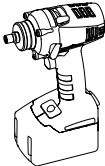




Figure 7

## Tools & Hardware Needed

			8540-1347	8540-0605	
Drill	Robertson # 2	Phillips Bit	3/8-16 x 3/4", Flat Head Hex Screw	#10 x 5/8", Flat Head Screw	

# Integration Box Height Adjustable Table (HAT)

- 12.** Remove top of the HAT  
Integrated box top cover  
(Pull out style). Flip and  
install desk to the  
integrated box housing,  
(Figure 8).
- 13.** Connect the power and  
raise the HAT table.
- 14.** Install the “U” mounting  
bracket to HAT leg and  
securely fasten it to  
integrated box by aligning  
the pilot holes. Use #10 x  
1”, Pan Head Screws,  
(Figure 9).
- 15.** Level the table by rotating  
the adjustable glide  
counterclockwise to extend  
the glide and raise the  
storage unit.

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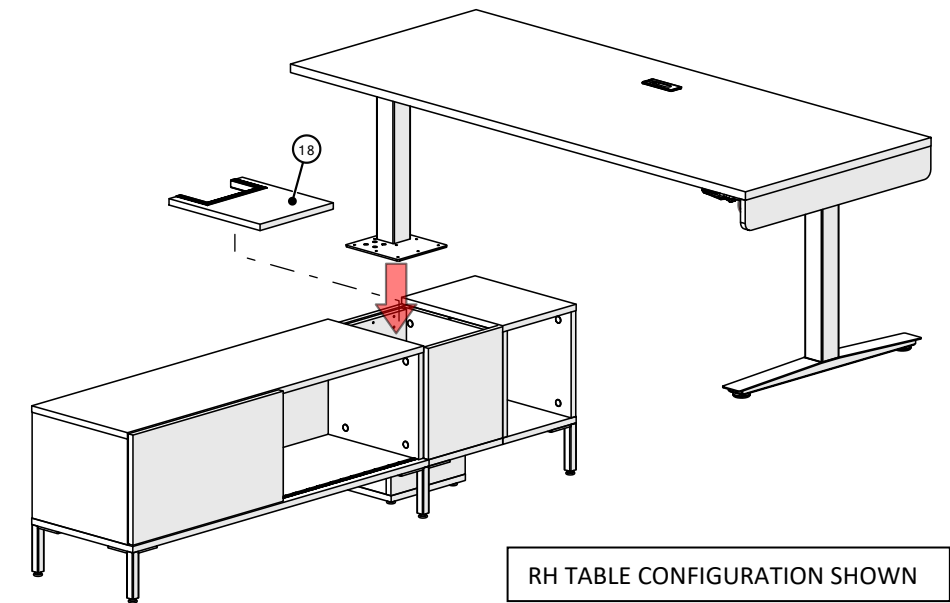


Figure 8

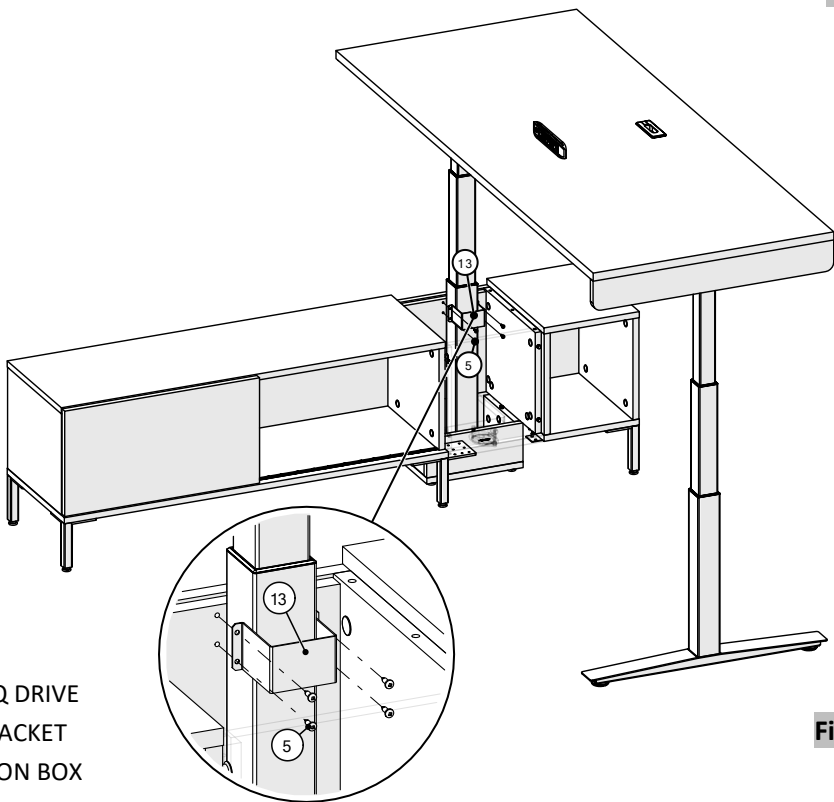
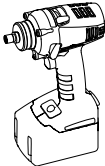
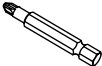
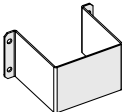



Figure 9

- 5 #10 X 11/16” OVAL HEAD, SQ DRIVE
- 13 HAT LEG “U” MOUNTING BRACKET
- 18 TOP COVER, HAT INTEGRATION BOX

## Tools & Hardware Needed

		8485-0029 	8540-0545 		
Drill	Robertson # 2	HAT Leg U Mounting Bracket	#10 x 11/16", Oval Head Screw		

# Integration Box Height Adjustable Table (HAT)

- 16. Securely fasten the HAT leg mounting plate to bottom filler of HAT integration box using #10 x 1" Pan Head Screws. (Figure 10).
- 17. Connect the E-chain cable carrier to E-chain carrier assembly bracket, (Figure11).

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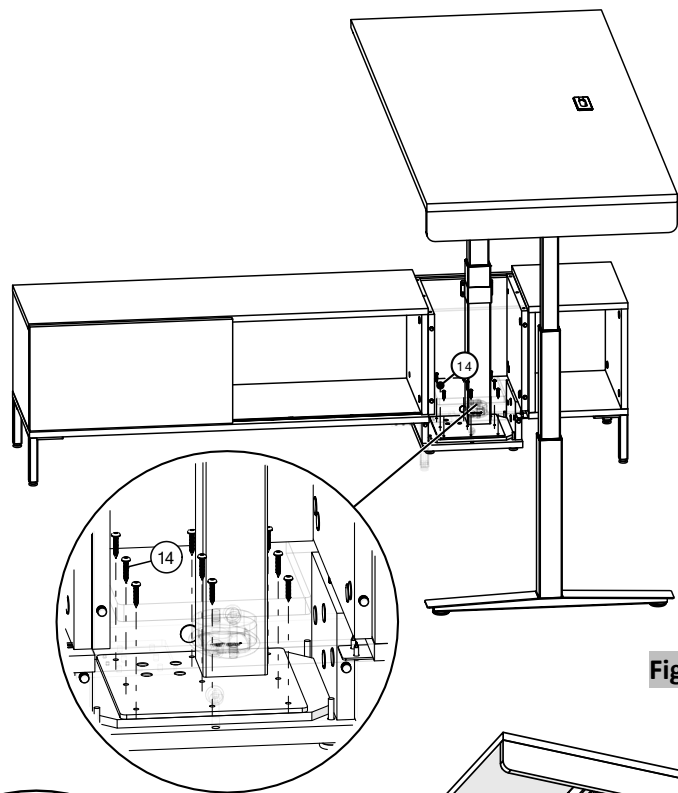


Figure 10

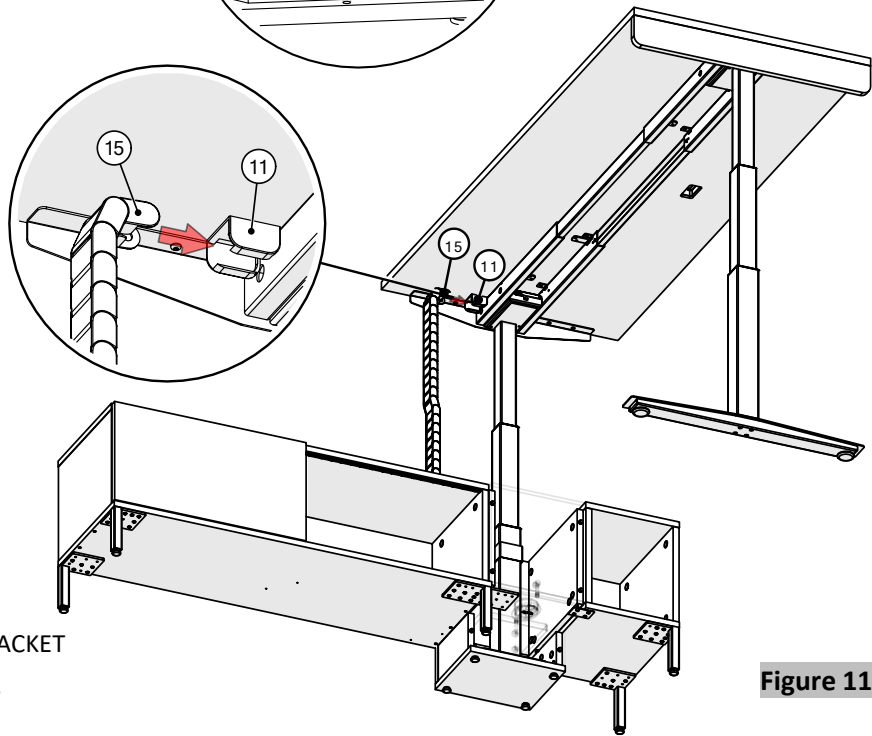
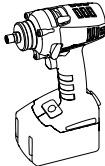



Figure 11

## Tools & Hardware Needed

		8540-0789			
Drill	Robertson # 2	#10 X 1" Pan Head Screw			

# Integration Box Height Adjustable Table (HAT)

- 18. Attach the other end of the E-chain carrier cable to the “U” bracket using Double Sided Glue Foam Tape, (Figure 12).
- 19. Lay in the wires/cable; fish in the wires/cables through the grommet of the HAT integration box, (Figure 13).

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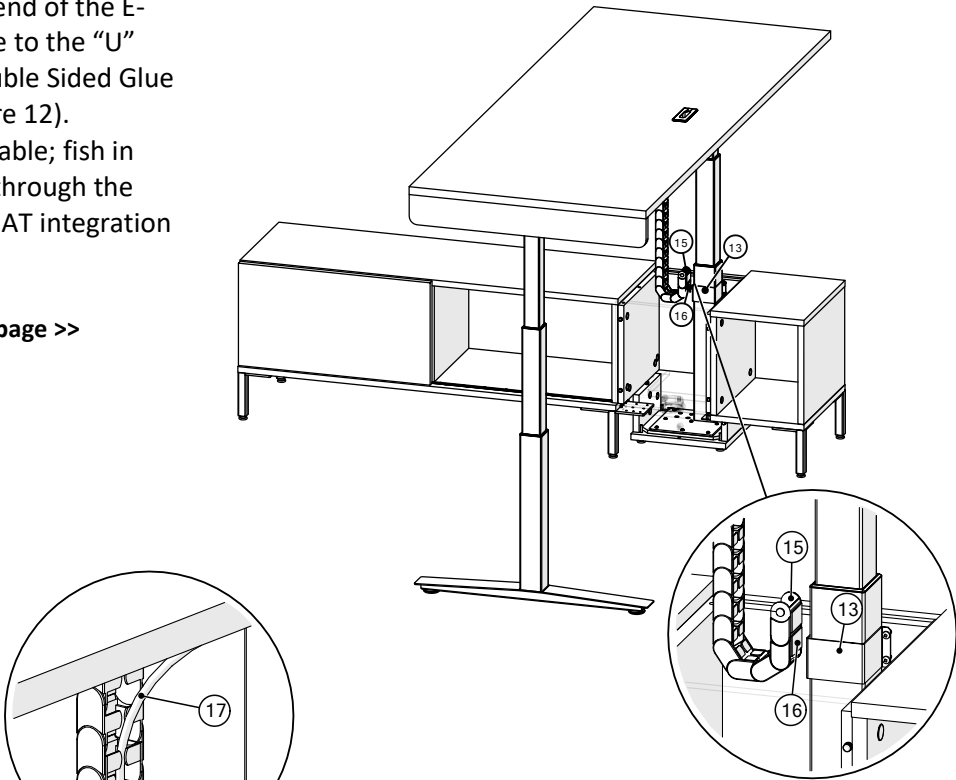


Figure 12

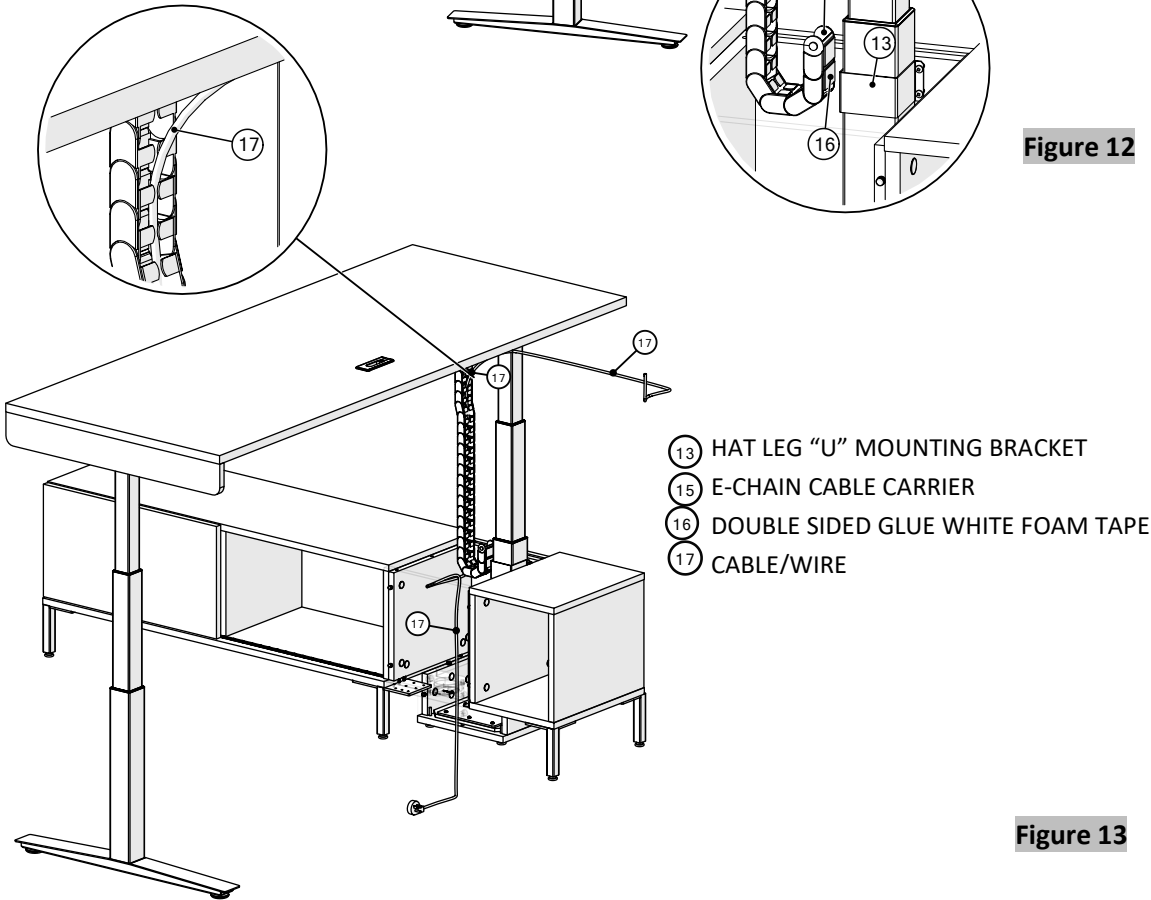


Figure 13

## Tools & Hardware Needed


# Integration Box Height Adjustable Table (HAT)

- 20. Insert wooden dowels into the holes of the top cover of HAT integration box, (Figure 14).
- 21. Install top cover with the dowels by inserting the dowels into the holes of HAT integration box, (Figure 15).

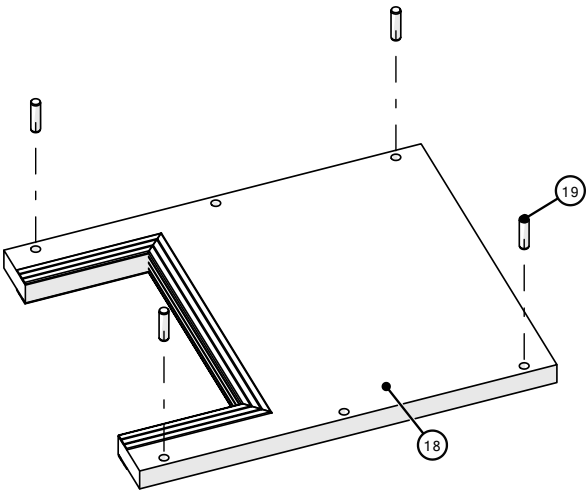


Figure 14

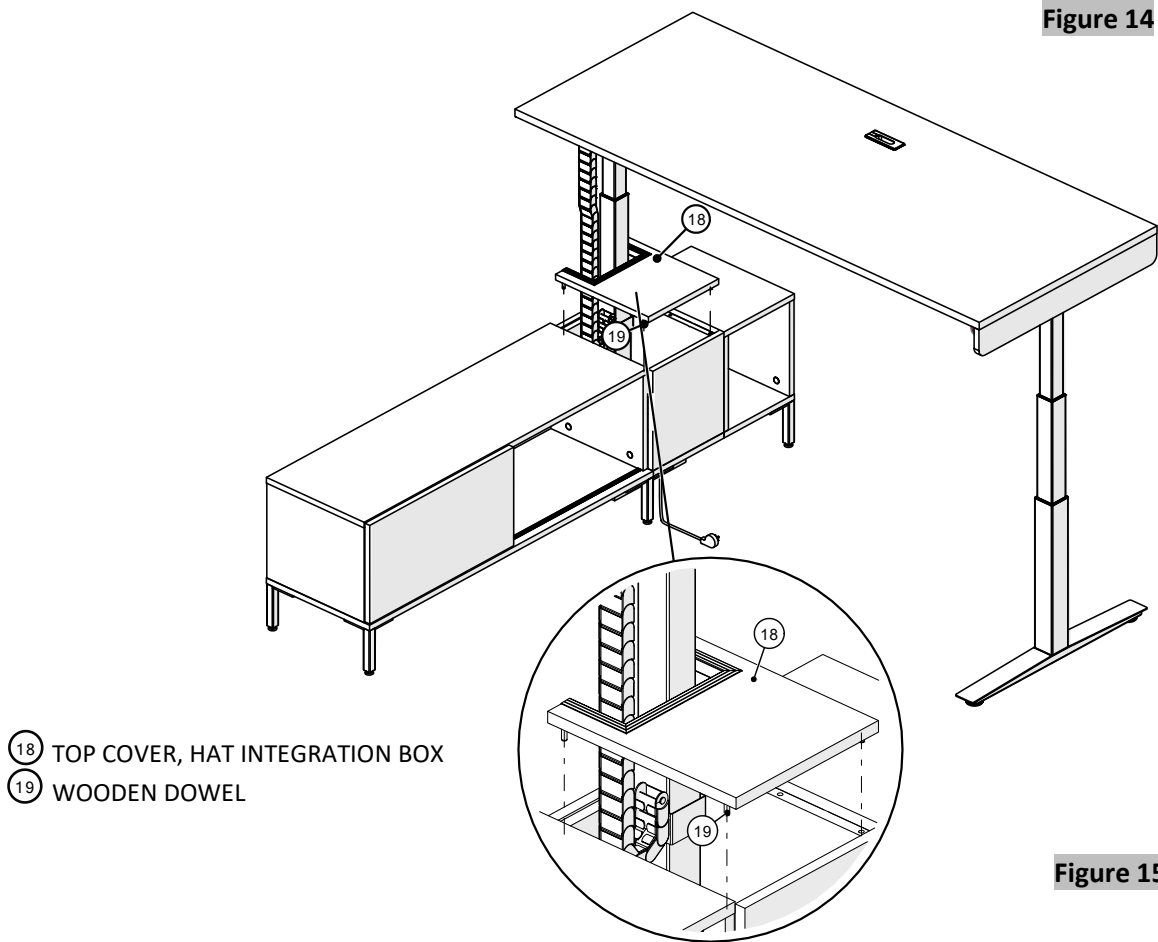
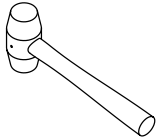


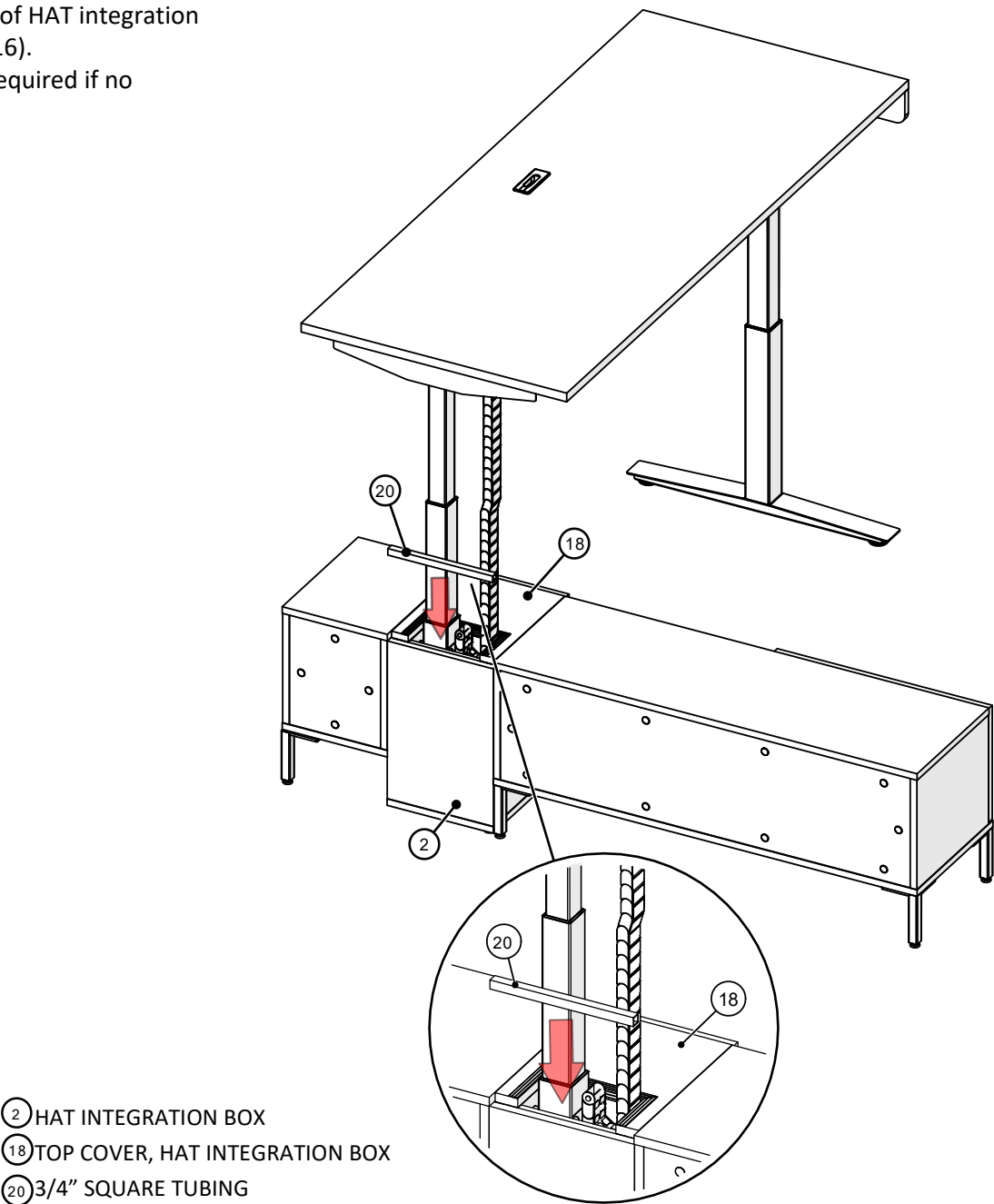
Figure 15

## Tools & Hardware Needed

	8540-0770_Dowel				
Rubber Mallet	Wooden Dowel				

# Integration Box Height Adjustable Table (HAT)

- 22.** Place the 3/4" Square Tubing on top backside of HAT integration box, (Figure 16).  
**Note:** Tube required if no gallery wall.



**Figure 16**

## Tools & Hardware Needed


# Height Adjustable Table (HAT) Skirt

1. Place the surface face down on a clean solid surface or floor.
2. Insert the CamFix into the holes of the HAT skirt. Ensure the arrow of the CamFix is pointing downward, (Figure 1).
3. Attach the combi dowels by screwing them into the pre-bored holes of the surface, (Figure 2).

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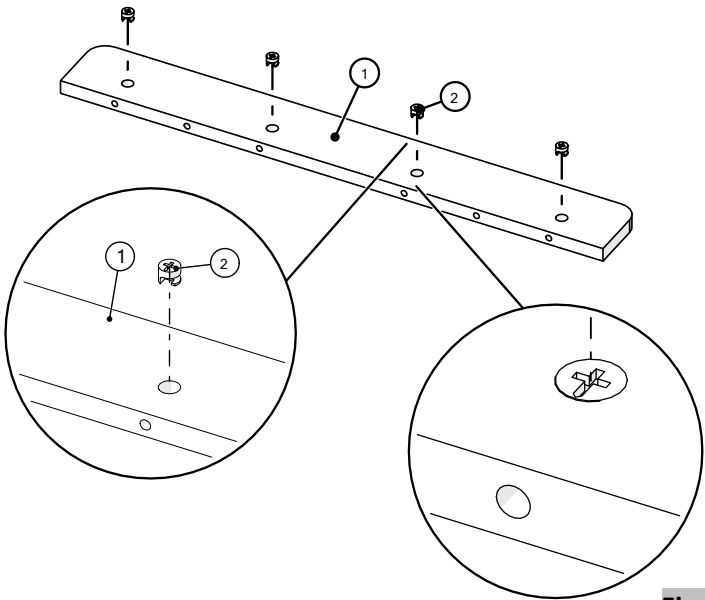


Figure 1

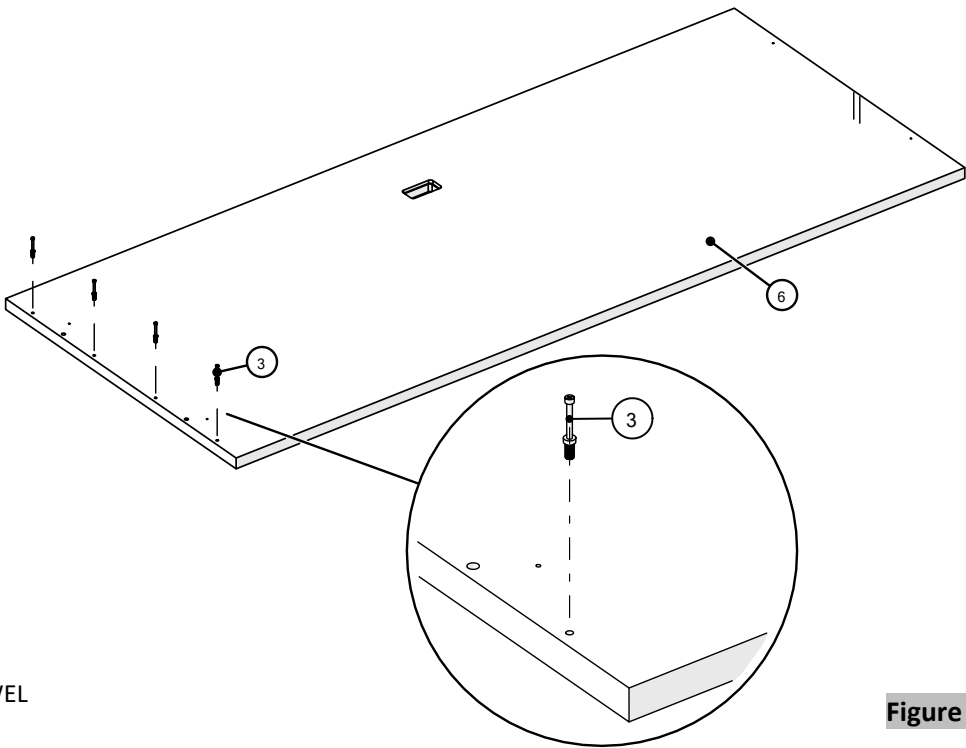
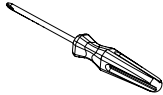

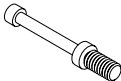


Figure 2

- ① HAT – SKIRT
- ② CAMFIX
- ③ COMBI DOWEL
- ⑥ SURFACE

## Tools & Hardware Needed

		8540-1278 			
Philips Screw Driver	CamFix	Combi Dowel			



# Height Adjustable Table (HAT) Skirt

- Insert the Drive-N-Lock Plastic Expansion Dowel into the holes of the surface using a rubber mallet, (Figure 3).
- Connect the HAT skirt to surface and press the boards together by inserting the combi dowels and Drive-N-Lock Plastic Expansion Dowels into the holes of the HAT skirt, (Figure 4).

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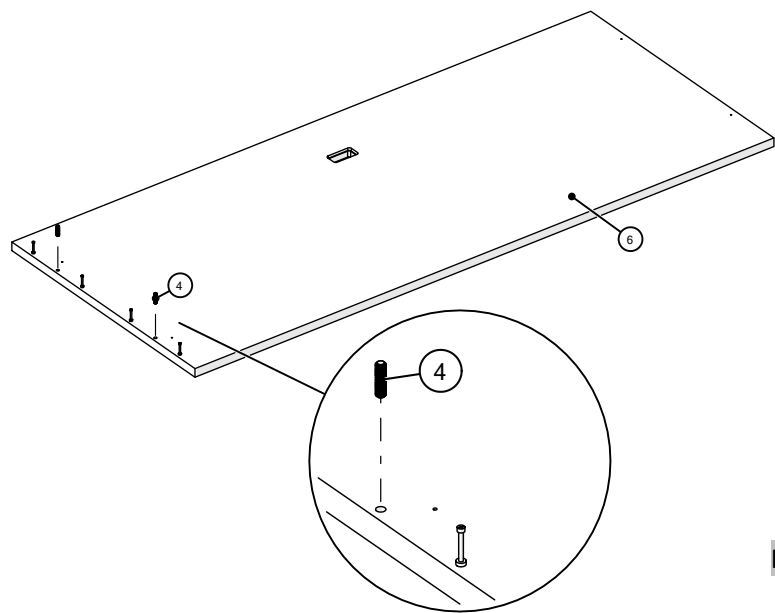


Figure 3

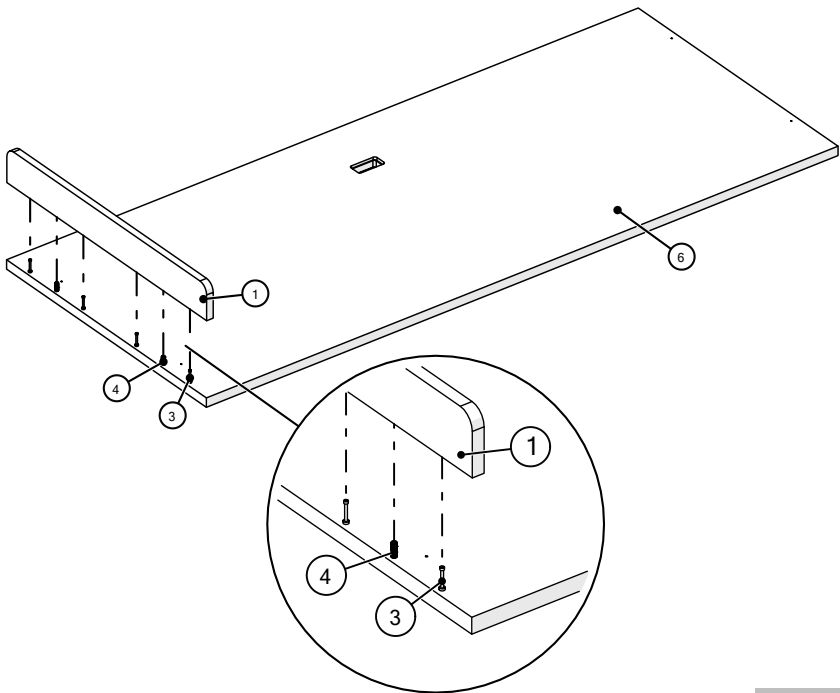
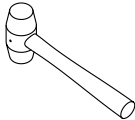


Figure 4

- 2 HAT – SKIRT
- 3 COMBI DOWEL
- 4 DRIVE-N-LOCK PLASTIC EXPANSION DOWEL
- 6 SURFACE

## Tools & Hardware Needed

	8540-1344				
Rubber Mallet	Plastic Expansion Dowel				

# Height Adjustable Table (HAT) Skirt

- 6. Turn the CamFix to smoothly lock the gable and surface together, (Figure 5).
- 7. Stick fast caps to the exposed CamFix, (Figure 6).

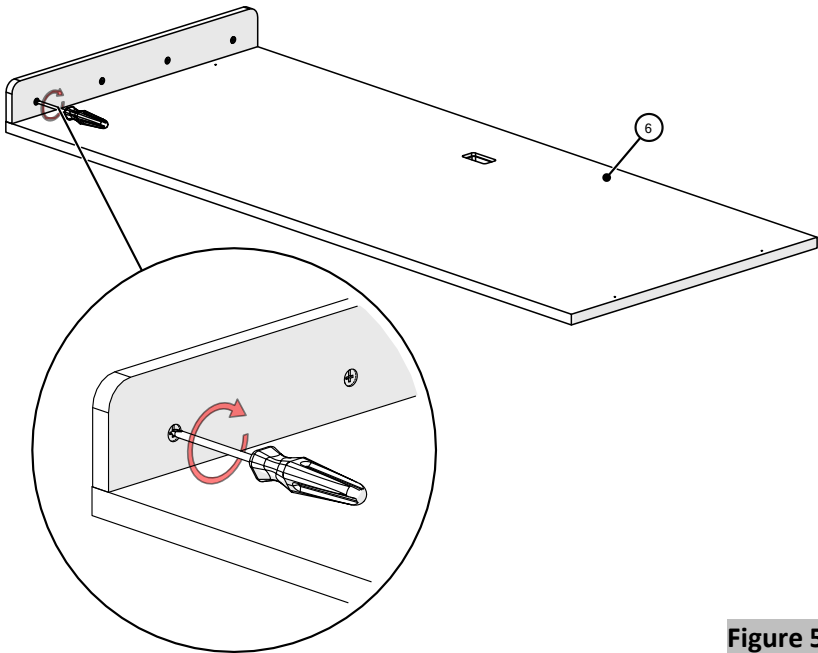


Figure 5

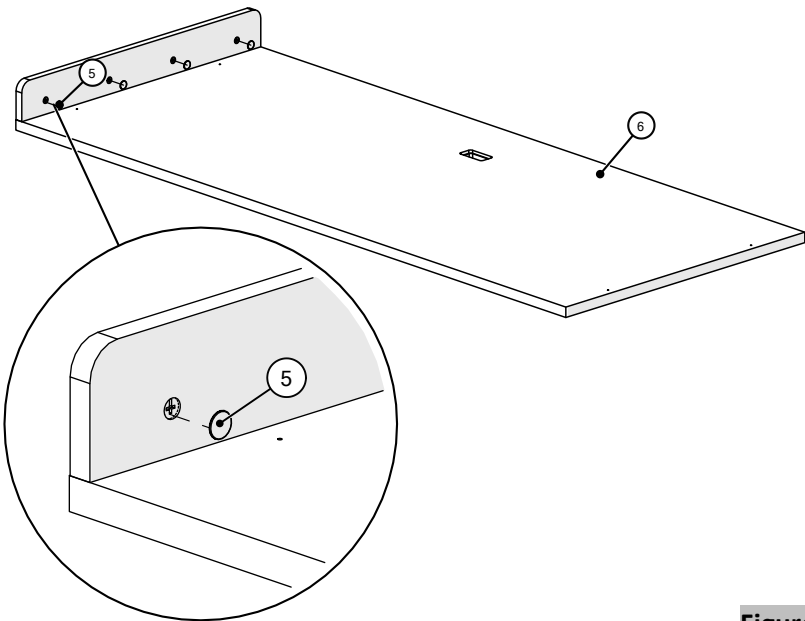



Figure 6

- 5 FAST CAP
- 6 SURFACE

## Tools & Hardware Needed

					
Fast Cap					

# Seated Height Meeting Table, V-Leg with and without Power

1. Ensure the install area is covered for surface protection.
2. Lay down the table top inverted on the working area.
3. Install four (4) each V-leg Assembly aligning to the pilot holes using #10 x 1" Pan Head Screws, RB2, (Figure 1).
4. Attach the four (4) V-leg wire grommet cover to V-leg assembly by inserting the pin of the wire grommet cover into the hole of the V-leg assembly, (Figure 2).

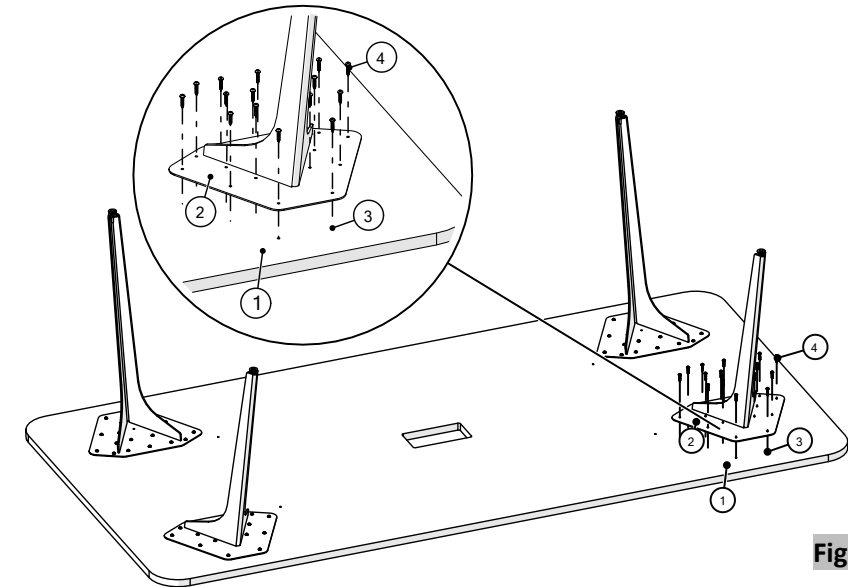


Figure 1

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NOTE: Do not pull off the wire grommet cover. To remove the wire grommet cover, push down vertically to dislodge the pin from the hole.

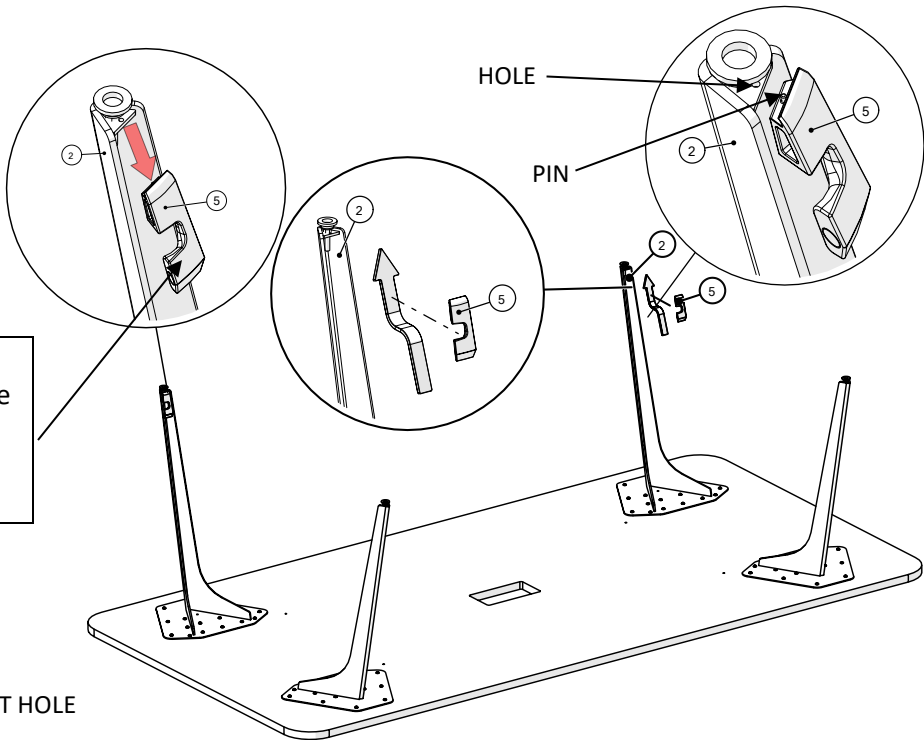
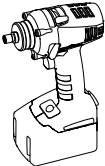
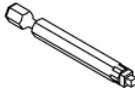


Figure 2

- ① TABLE TOP W/ GROMMET HOLE
- ② V-LEG ASSEMBLY
- ③ PILOT HOLE
- ④ #10 X 1" PAN HEAD SCREW, RB2
- ⑤ V-LEG WIRE GROMMET COVER

		8540-0789	8540-1299	8540-1350
Drill	Robertson # 2	#10 X 1" Pan Head Screw	Plastic Cover for V-leg	Cable Clamp, R-Style

# Seated Height Meeting Table, V-Leg with and without Power

- Place and install the table support beam using #10 x 1" Pan Head Screws, RB2, (Figure 3).
- Invert the meeting table; position and level the table by rotating the adjustable glide counterclockwise to extend the glide and raise the meeting table.
- Install the grommet, (Figure 4): Leg cover and route the wiring through V-leg assembly as required, **please see V-Leg Cover & Wire Guide installation.**

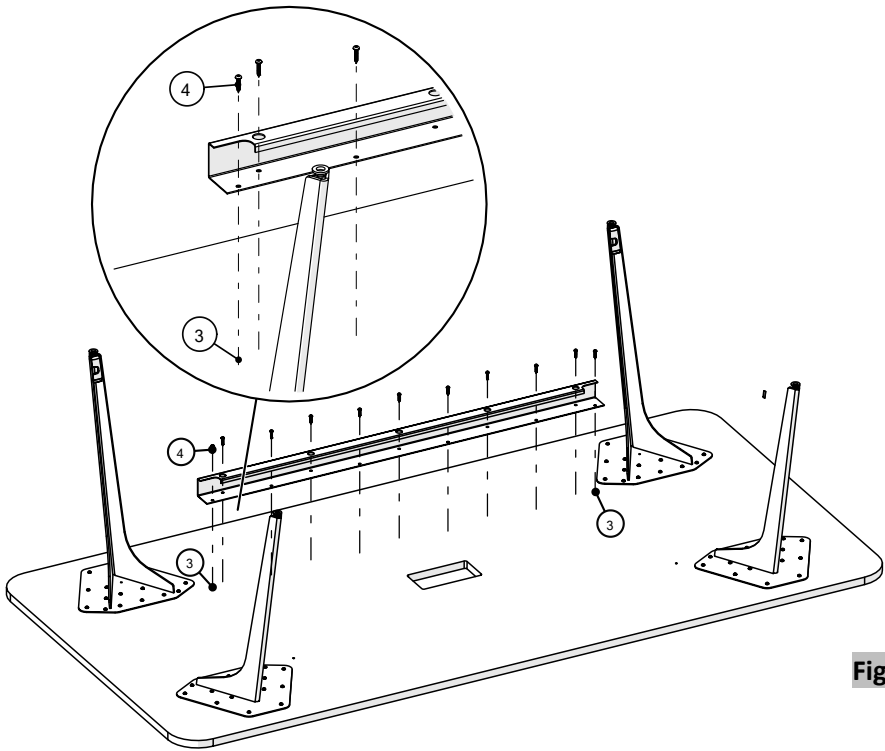


Figure 3

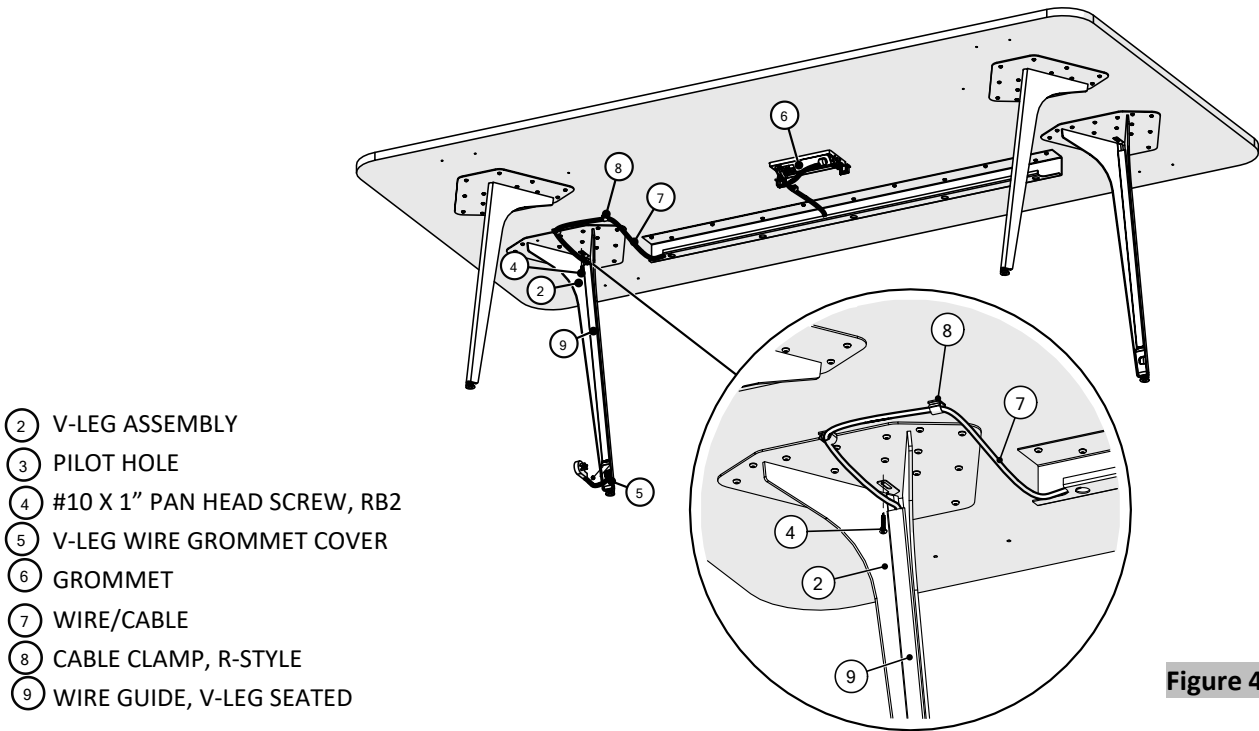
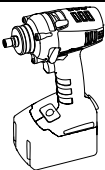



Figure 4

- ② V-LEG ASSEMBLY
- ③ PILOT HOLE
- ④ #10 X 1" PAN HEAD SCREW, RB2
- ⑤ V-LEG WIRE GROMMET COVER
- ⑥ GROMMET
- ⑦ WIRE/CABLE
- ⑧ CABLE CLAMP, R-STYLE
- ⑨ WIRE GUIDE, V-LEG SEATED

		8540-0789	8540-1350	8485-0036
Drill	Robertson # 2	#10 X 1" Pan Head Screw	Cable Clamp, R-Style	Wire Guide, V-leg Seated Table

# Accent Shelf – Cabinet Mounted

1. Position the accent shelf in between the storage units; flush the edge of the back frames of accent shelf to the back edge of storage units, (Figure 1).
2. Securely fasten the accent shelf to the top of the storage units using #10 x 3/4" Flat Head Screws, (Figure 2).

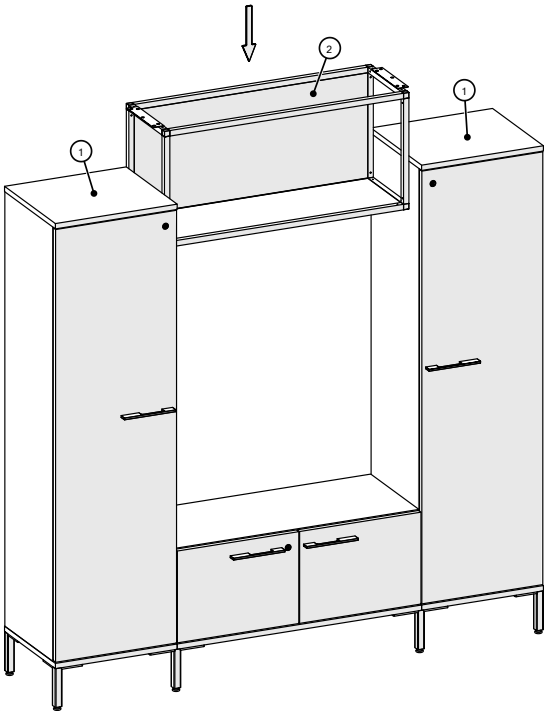


Figure 1

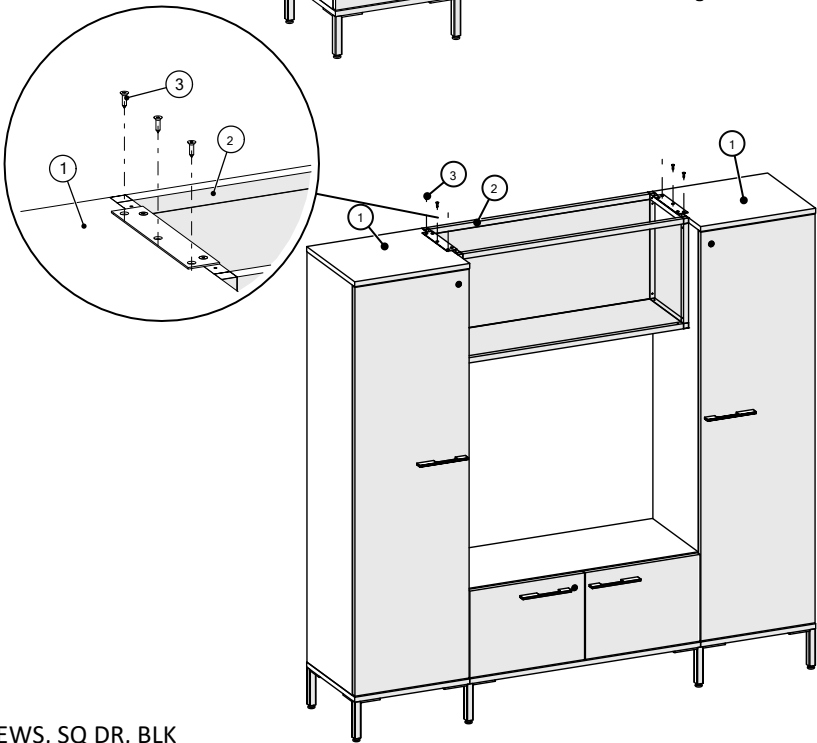
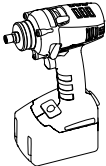



Figure 2

- ① STORAGE CABINETS
- ② ACCENT SHELF
- ③ #10 x 3/4", FLAT HEAD SCREWS, SQ DR, BLK

		8540-0548		
Drill	Robertson # 2	#10 X 3/4" Flat Head Screw		

# Gallery Wall and Accent Shelf

- 1. Position the 6" x 6" Gallery Wall Fixture on the wall and place Gallery Wall Backer Bottom on top of the Gallery Wall Fixtures. (Figure 1).
- 2. Level the Gallery Wall Backer Bottom on the wall; mark the location of Gallery Wall Backer Bottom.  
**Note:** The Gallery Wall Backer Bottom should be precisely level prior to joining Gallery Wall Backer Top.
- 3. With the Gallery Wall Backer Bottom in a horizontal position; mark wall through holes in the Gallery Wall Backer Bottom using 3/16" diam. drill bit, (Figure 2).

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Figure 1

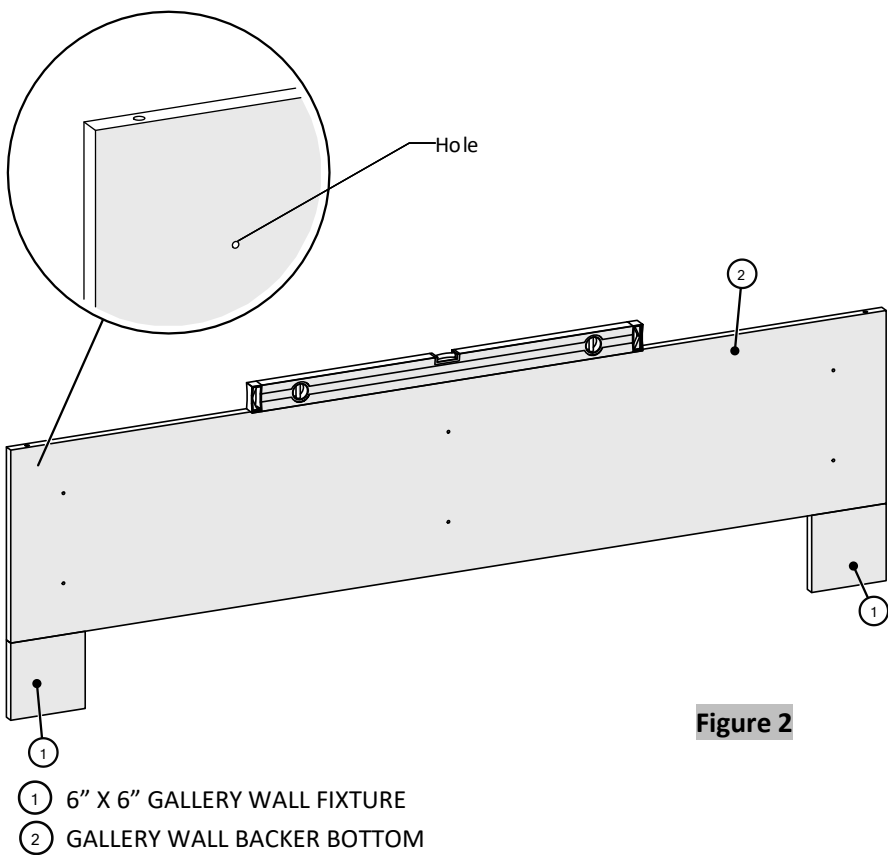
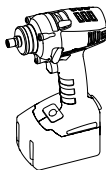


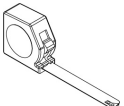


Figure 2

- 1 6" X 6" GALLERY WALL FIXTURE
- 2 GALLERY WALL BACKER BOTTOM

### Tools & Hardware Needed

				
Drill	3/16" Diam. Drill Bit	Carpenter's Level	Tape Measure	

# Gallery Wall and Accent Shelf

4. Drill wall through markings using 1/2" diam. Drill Bit; insert toggle bolts in holes, (Figure 3); adjust the toggle bolt in the wall.
5. Break open the plastic adjuster remained outside the wall, (Figure 4); remove excess material from the adjuster so that it will be flat.
6. Secure the Gallery Wall Backer Bottom using #8 x 2" Flat Head Screws, (Figure 5); make sure the Gallery Wall Backer Bottom are level and plumb.

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Figure 3

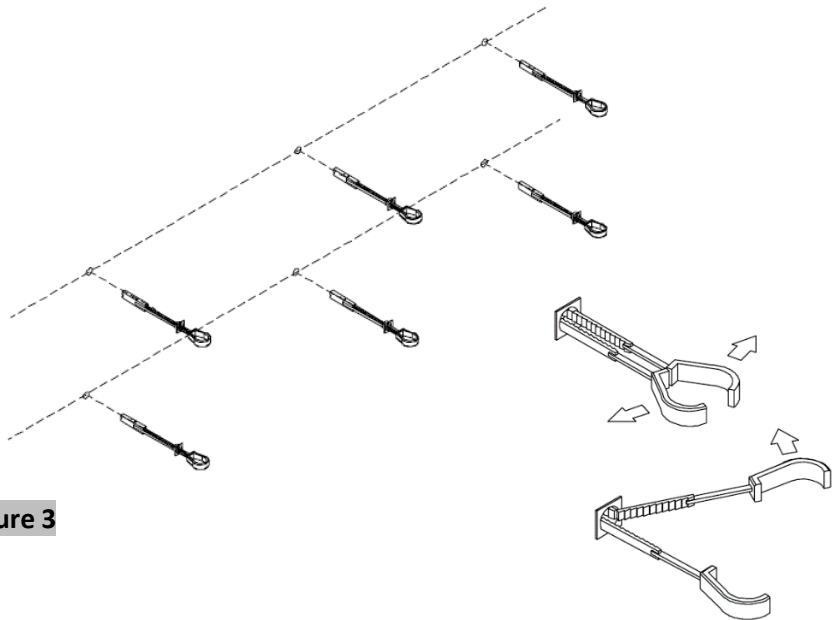


Figure 4

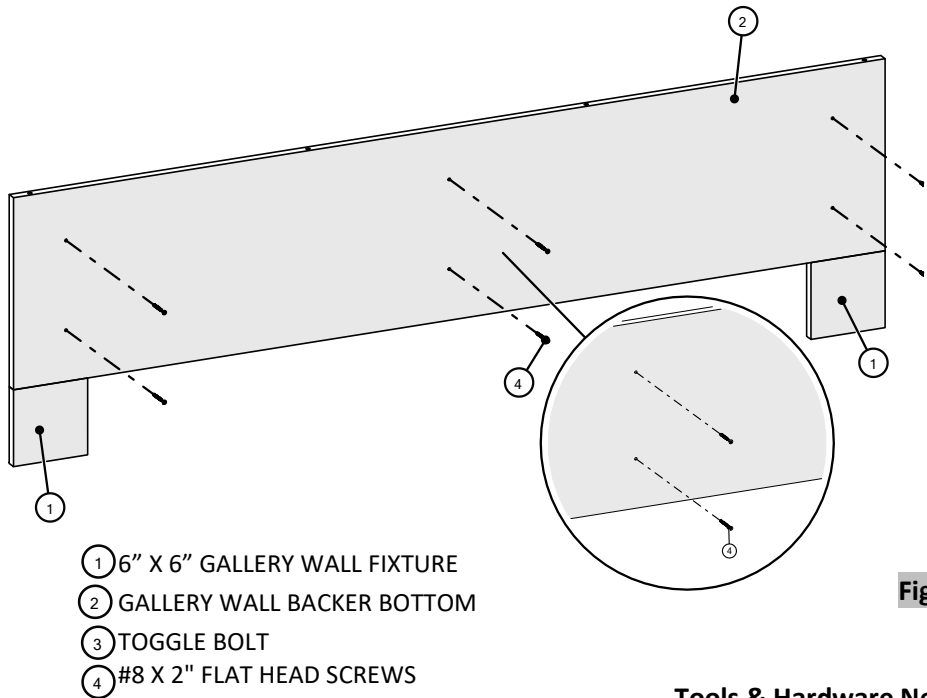
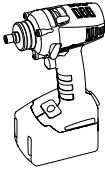
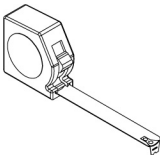


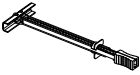



Figure 5

## Tools & Hardware Needed

					
Drill	Tape Measure	Robertson # 2	1/2" Ø Drill Bit	Toggle Bolt	#8 X 2" Flat Head Screw

# Gallery Wall and Accent Shelf

- Position and align the edges of the Gallery Wall Backer Top with the edges of the Gallery Wall Backer Bottom; mark the location of Gallery Wall Backer Top and wall through holes in the gallery Wall Backer Top using 3/16" diam. drill bit, (Figure 6).
- Note:** Make sure the side with the holes for Accent Shelves are facing up.
- Set aside the Gallery Wall Backer Top.
- Follow **Steps 4 & 5**.
- Connect the Gallery Wall Backer Top to Gallery Wall Backer Bottom by inserting the Wooden Dowels into the holes of the Gallery Wall Backer Top; press the boards together, (Figure 7).

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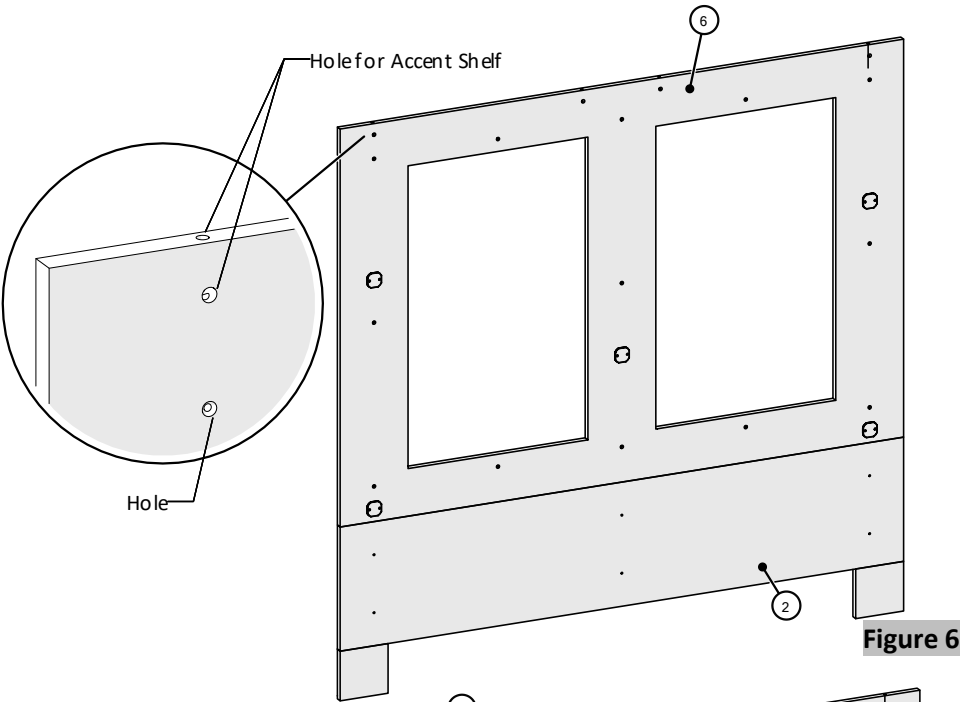


Figure 6

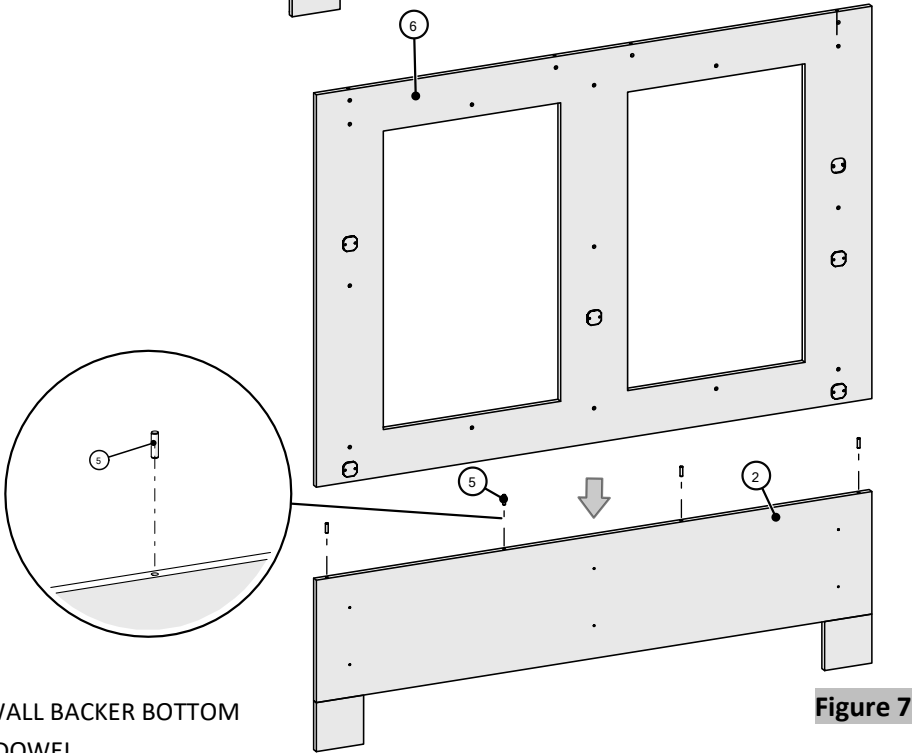
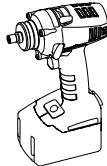

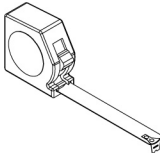




Figure 7

- 2 GALLERY WALL BACKER BOTTOM
- 5 WOODEN DOWEL
- 6 GALLERY WALL BACKER TOP

## Tools & Hardware Needed

					8540-0631	8540-0770_Dowel
Drill	Robertson # 2	Tape Measure	3/16" Diam. Drill Bit	1/2" Diam. Drill Bit	Toggle Bolt	Wooden Dowel



# Gallery Wall and Accent Shelf

- 11. Secure the Gallery Wall Backer Top using #8 x 2" Flat Head Screws, (Figure 8).
- 12. Snap Gallery Wall Backer Top on Striplox Clip 50 Panel Connector, (Figure 9)

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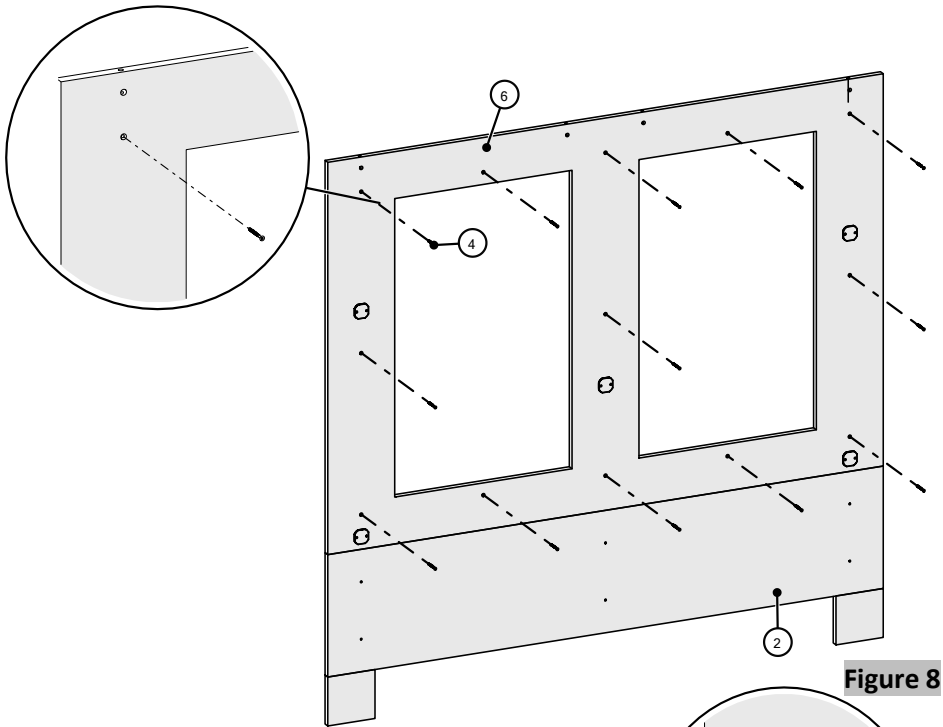


Figure 8

- 4 #8 X 2" FLAT HEAD SCREWS
- 6 GALLERY WALL BACKER TOP
- 7 GALLERY WALL FRONT
- 8 STRIPLOX CLIP 50 PANEL CONNECTOR

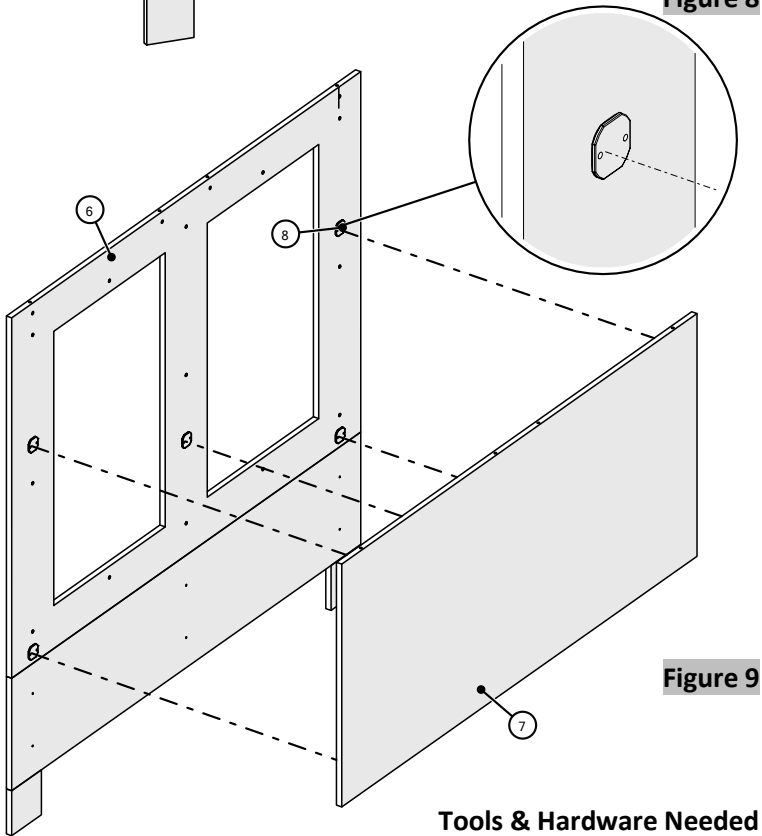
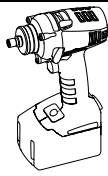
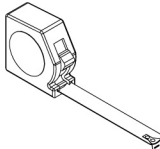
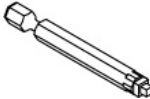



Figure 9

## Tools & Hardware Needed

			8540-1004 
Drill	Tape Measure	Robertson # 2	#8 x 2" Flat Head Screw

# Gallery Wall and Accent Shelf

- Insert JRN Nut into the holes of Gallery Wall Backer Top; insert Wooden Dowels into the holes of Gallery Wall Front, (Figure 10).  
**Note:** Make sure the hole of the JRN Nut is pointing upward.
- Position and connect Accent Shelf to Gallery Wall Front by inserting the Wooden Dowels into the holes in underside of Accent Shelf; press the Accent Shelf down.
- Insert the 1/4-20 x 50mm JCB Bolts into holes of Accent Shelf Mounting Plate and tighten, (Figure 11).

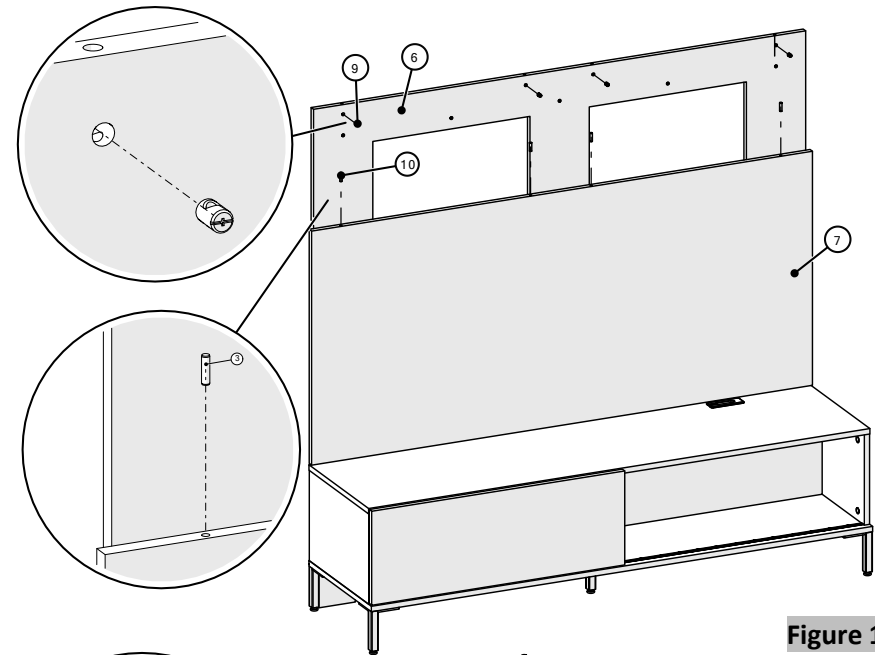


Figure 10

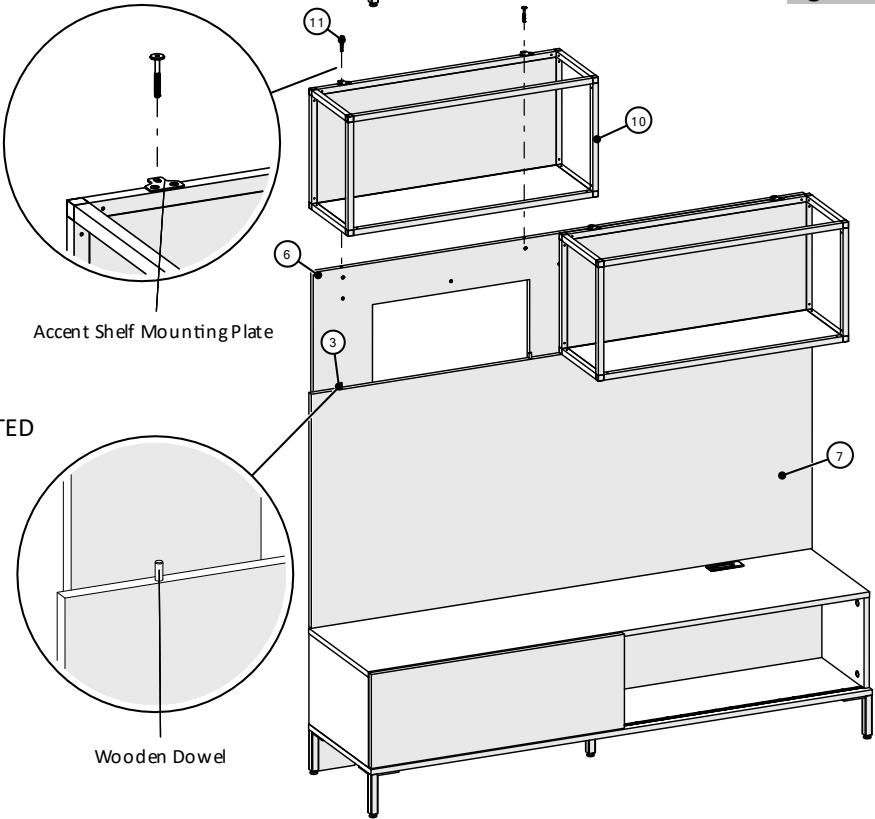



Figure 11

- 3 WOODEN DOWEL
- 6 GALLERY WALL BACKER TOP
- 7 GALLERY WALL FRONT
- 9 JRN NUT
- 10 ACCENT SHELF, GALLERY WALL MOUNTED
- 11 JCB BOLT, 1/4-20 X 50MM

## Tools & Hardware Needed

	8540-1273	8540-0991_JCB	8540-0770_Dowel
Allen Key	JRN Nut	JCB Bolt, 1/4-20 X 50MM	Wooden Dowel

# Metal Gable Hutch

- 1. Position the hutch at the middle of the credenza; flush the edge of the hutch laminate back to the back edge of credenza.
- 2. Attach the hutch to credenza using 50mm long JCB-BW Assembly Lag Bolt, (Figure 1).
- 3. Insert the grommet into the grommet hole, (Figure 2).

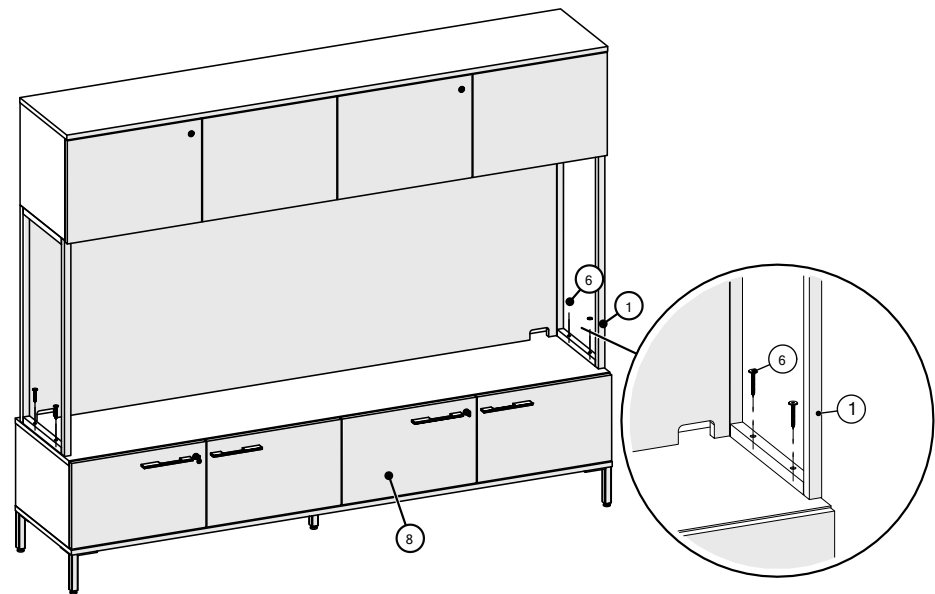


Figure 1

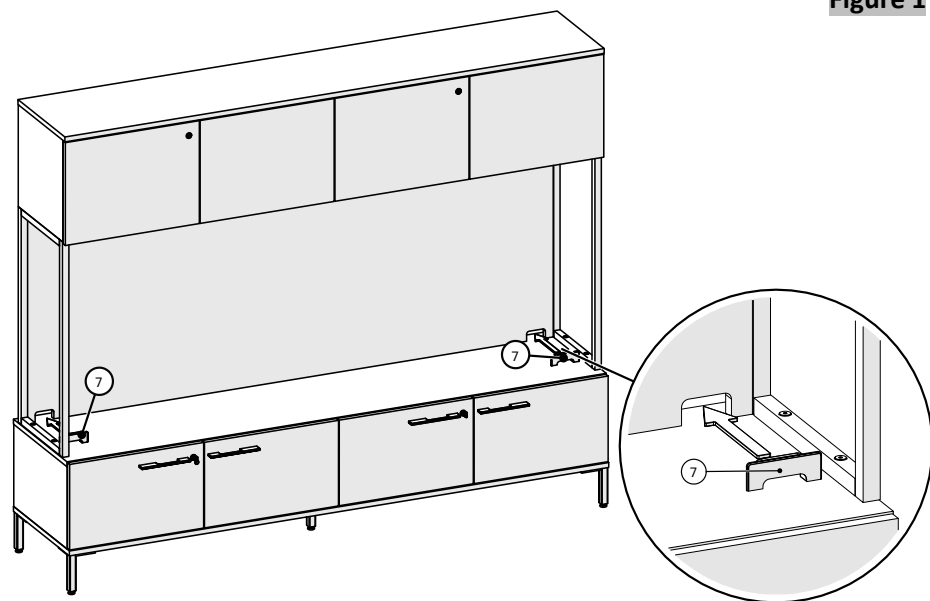
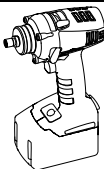
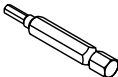

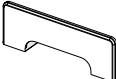


Figure 2

- 1 METAL GABLE
- 3 HUTCH
- 6 50MM LONG JCB-BW ASSEMBLY LAG BOLT
- 7 GROMMET
- 8 CRENDENZA STORAGE UNIT

## Tools & Hardware Needed

		8540-1312 	8540-1287 		
Drill	Hex Bit	50MM long JCB-BW Assy Lag Bolt	Cabinet Plastic Grommet		

# Metal Storage, for Under Hutch

1. Align the edges of metal storage 1 with the edges of bottom laminate of the overhead storage. Make sure the edges of the metal storage and edges of bottom laminate of the overhead storage are flush, (Figure 1).
2. Attach the Metal Storage in the underside of Overhead Storage/Hutch using (5) #10 x 11/16" Oval Head Screws.
3. Align the edges of the metal storage 2 with the edge of the metal storage 1 and the front edge of bottom laminate of the overhead storage.
4. Repeat Step 2.

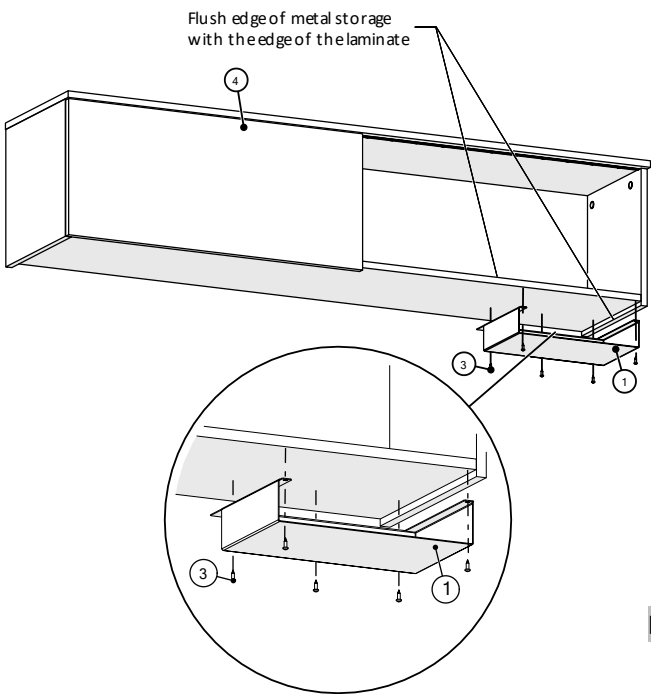


Figure 1

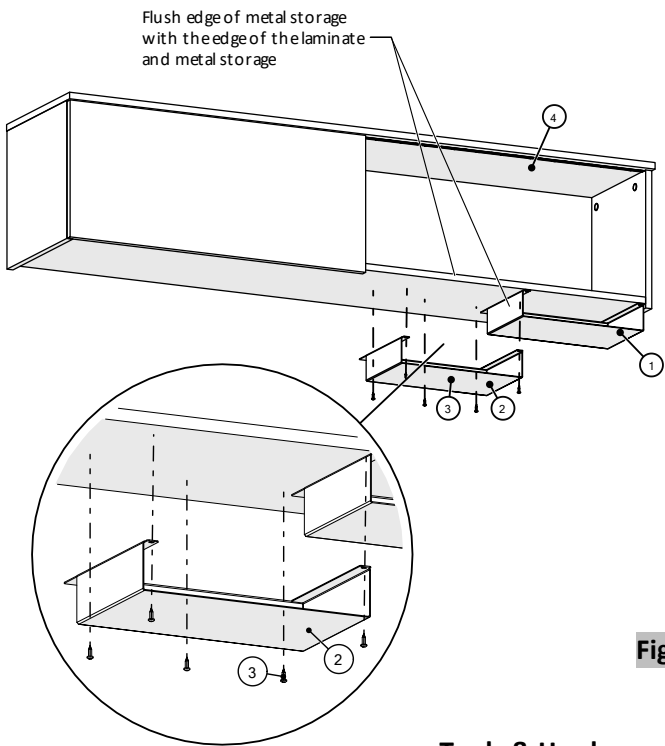
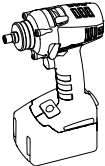
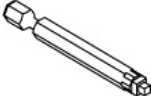
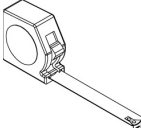



Figure 2

- ① METAL STORAGE 1
- ② METAL STORAGE 2
- ③ #10 x 11/16" OVAL HEAD SCREW
- ④ OVERHEAD STORAGE/HUTCH

## Tools & Hardware Needed

			8540-0545 	
Drill	Robertson # 2	Tape Measure	#10 X 11/16" Oval Head Screw (5X)	

# Multi-Storage Unit

When installing multi-storage units, install the middle storage first and spread out to the sides.

1. Position storage leg over pilot holes in underside of storage unit 1; attach storage leg by inserting (10) #10-3/4" Pan Head Screws into the pilot holes and tighten, (Figure 1).  
**Note:** For storage unit 54" wide and up, attach single storage leg to the middle in underside of storage unit. Please see Application Guide for storage leg placement.
2. Repeat **Step 1** to install for each leg required.
3. Carefully turn storage unit upright position.
4. Level the storage unit from front to back and side to side by rotating the adjustable glide counterclockwise to extend the glide and raise the storage unit, (Figure 2).  
**Note:** The storage unit should be precisely level prior to joining other storage unit.

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- ① STORAGE UNIT 1
- ② SINGLE STORAGE LEG
- ③ SHARED STORAGE LEG
- ④ ADJUSTABLE GLIDE

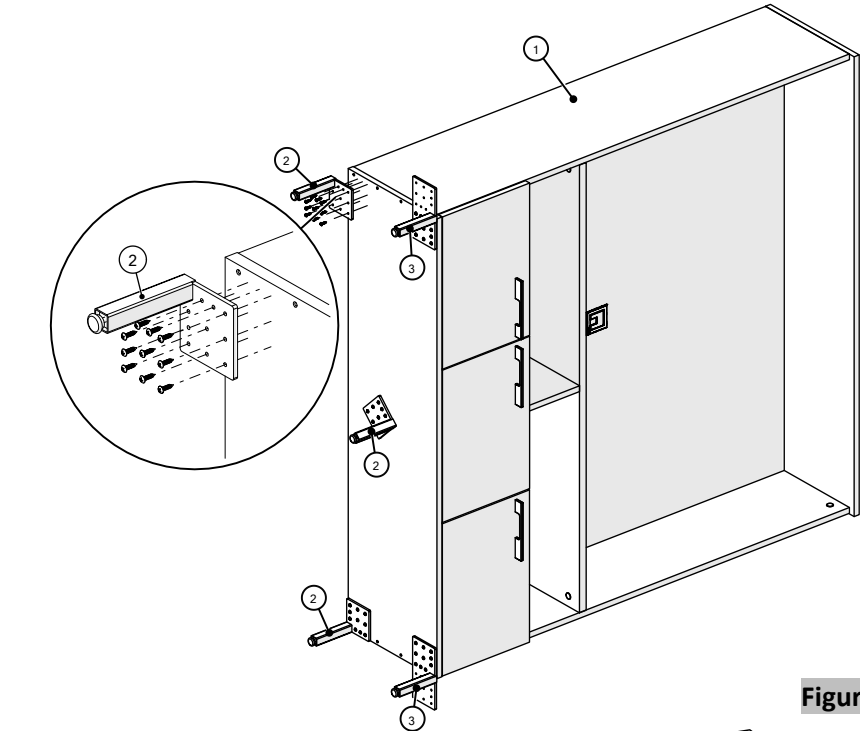


Figure 1

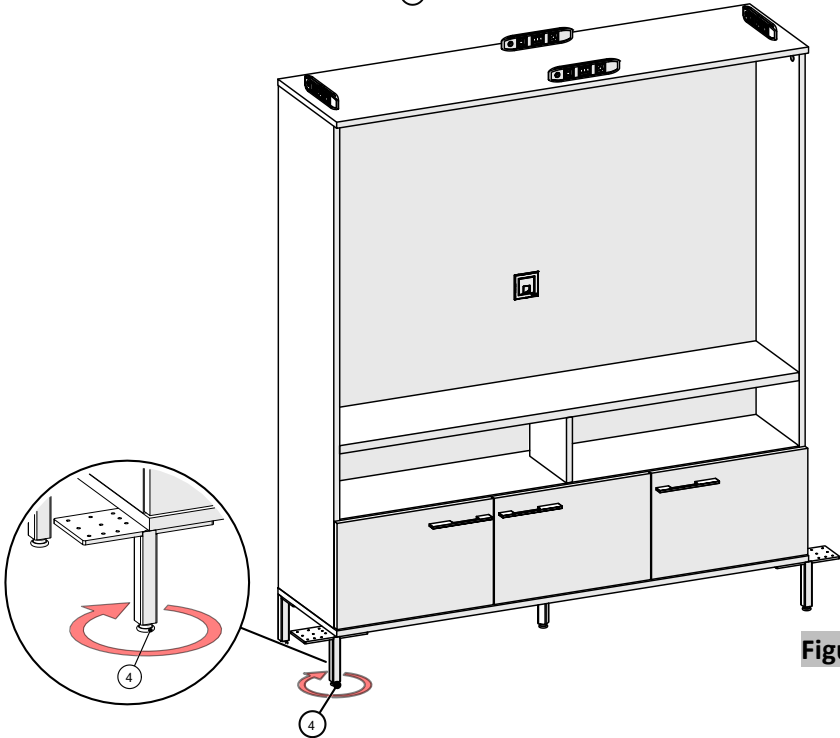
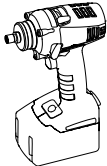
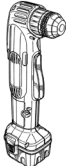
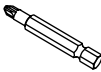
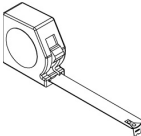
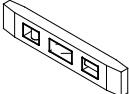



Figure 2

## Tools & Hardware Needed

					8540-1013 
Drill	Right Angle Drill	Philips Bit	Tape Measure	Torpedo Level	#10-3/4" Pan Head Screw

# Multi-Storage Unit

- Follow **Steps 1-4** to install the legs of the storage unit 2.
- Connect storage unit 2 to storage unit 1 using (10) #10-3/4" Pan Head Screws, (Figure 3).
- Follow **Steps 1-5** to install the legs of storage unit 3.
- Connect storage unit 3 to storage unit 1 using (10) #10-3/4" Pan Head Screws, (Figure 4).

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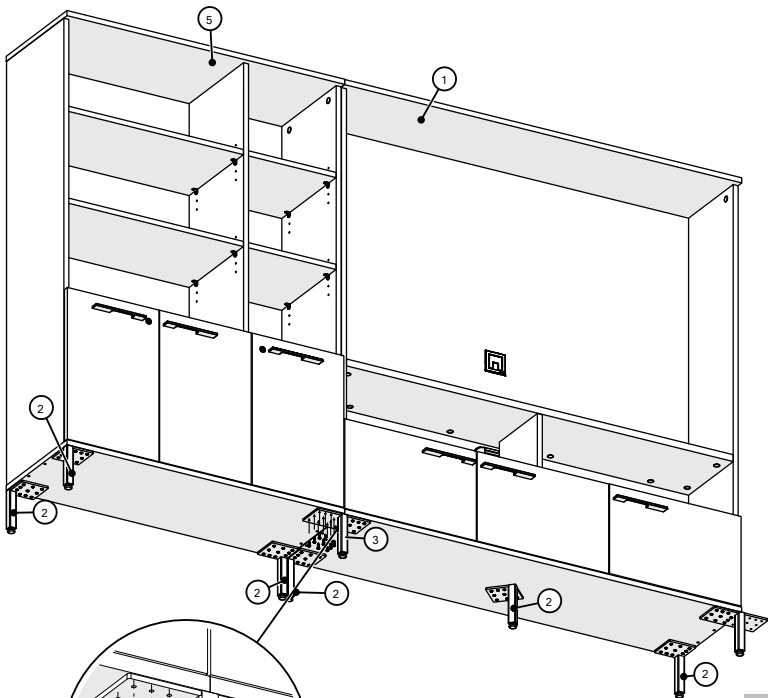


Figure 3

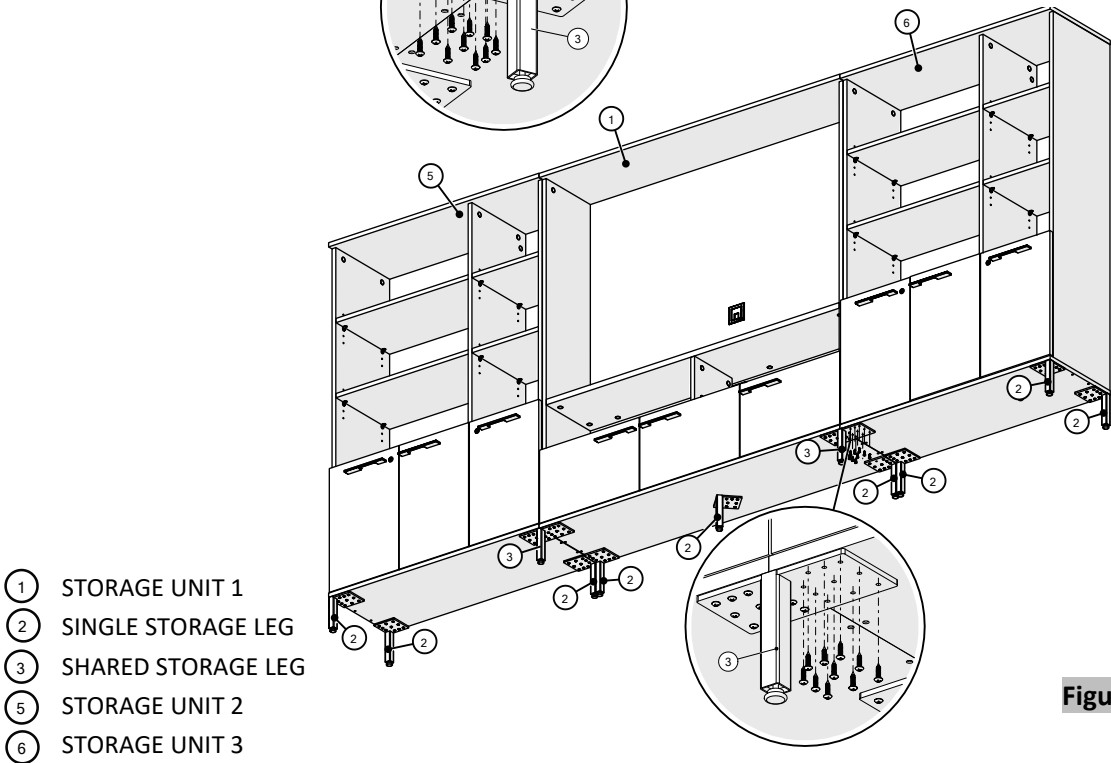
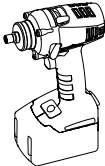

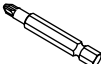
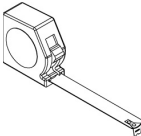
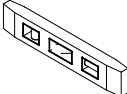


Figure 4

- ① STORAGE UNIT 1
- ② SINGLE STORAGE LEG
- ③ SHARED STORAGE LEG
- ⑤ STORAGE UNIT 2
- ⑥ STORAGE UNIT 3

## Tools & Hardware Needed

					8540-1013
Drill	Right Angle Drill	Philips Bit	Tape Measure	Torpedo Level	#10-3/4" Pan Head Screw

# Multi-Storage Unit

9. Level the storage unit from front to back and side to side by rotating the adjustable glide counterclockwise to extend the glide and raise the storage unit, (Figure 5).

**Note:** The storage unit should be precisely level prior to joining other storage unit.

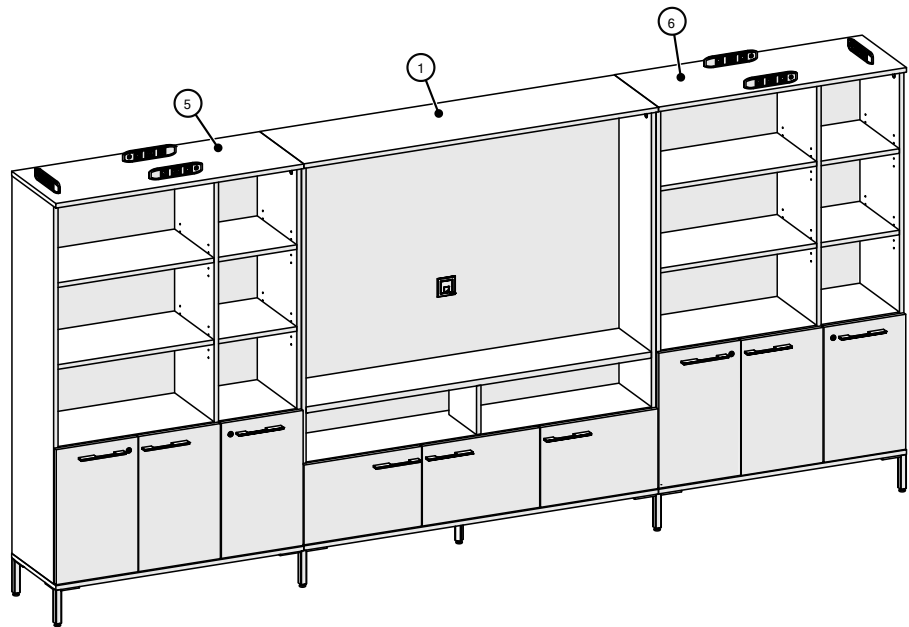


Figure 5

- 1 STORAGE UNIT 1
- 5 STORAGE UNIT 2
- 6 STORAGE UNIT 3

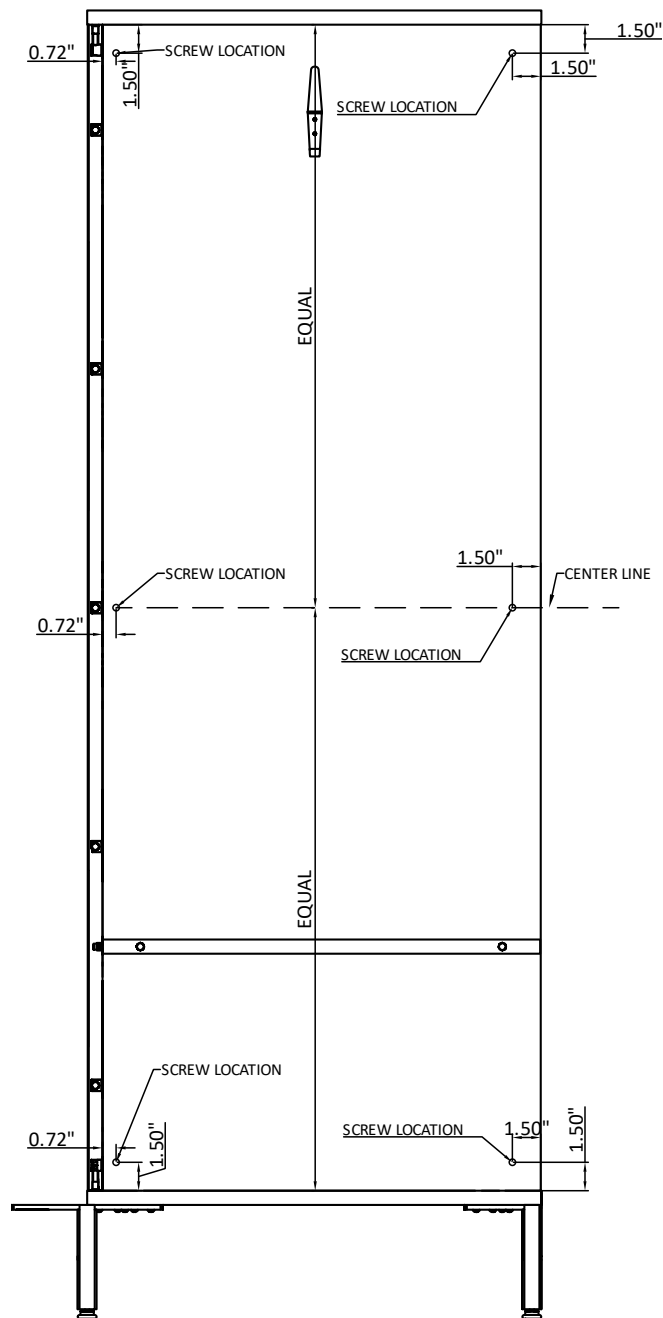
## Tools & Hardware Needed

				
Torpedo Level				

# PET Side Access Locker

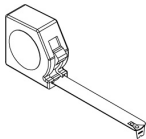
1. Mark the location of the screws at the inner side of locker, (Figure 1).

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**Figure 1**

## Tools & Hardware Needed

				
Tape Measure				



# PET Side Access Locker

- 2. Position PET tackboard at the center of side locker; hold the PET, (Figure 2).  
**Note:** 1 person holds the PET while the other person secures the PET or use a Parallel Jaw Clamp to hold the PET.
- 3. Attach the PET using (6) #8 x 1-1/8" Flat Head Screws, (Figure 3).

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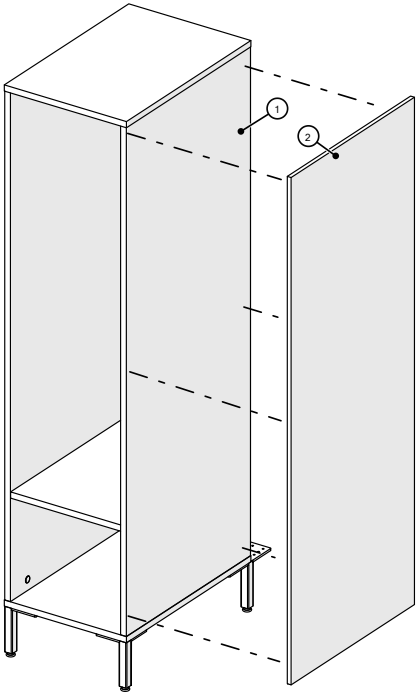
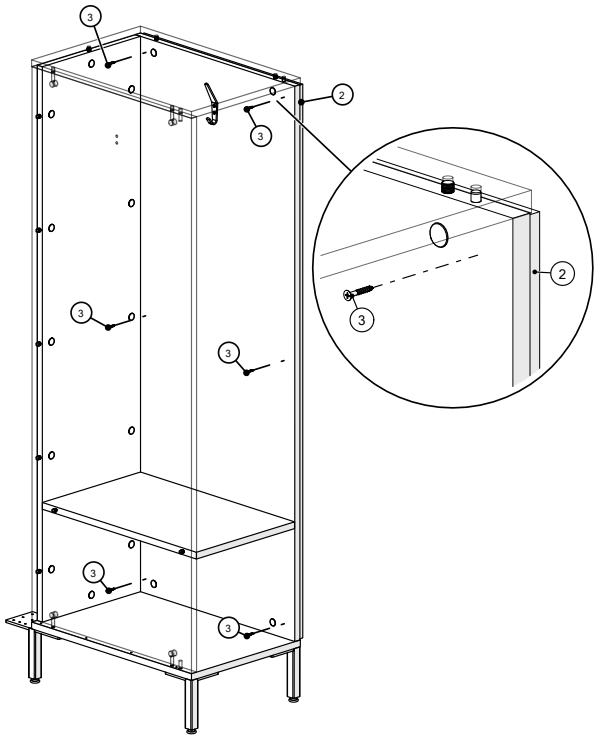


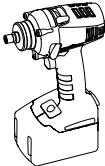



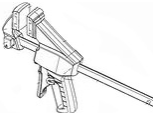
Figure 2



- 1 PET SIDE ACCESS LOCKER
- 2 PET TACKBOARD
- 3 #8 X 1-1/8" FLAT HEAD SCREW

Figure 3

## Tools & Hardware Needed

		8540-1351 	8545-XXXX 	
Drill	Phillips Bit	#8X 1-1/8" Flat Head Screw	Dome Screw Cap	Parallel Jaw Clamp

# PET Side Access Locker

- 4. Attach the Fast Caps provided, (Figure 4).

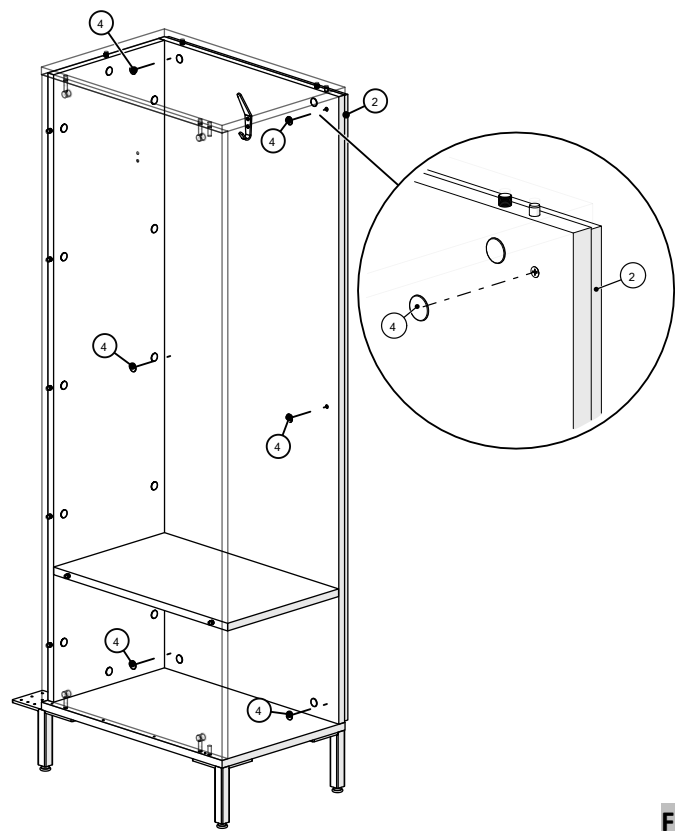


Figure 4

4 FAST CAP

## Tools & Hardware Needed

8544_-_XXXX				
				
Fast Cap				



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